



IDAHO TRANSPORTATION DEPARTMENT

**INVITATION TO BID
REQUISITION # K- 224200
Simco Road Sand Shed**

September 4, 2014

ALL sealed bids must be received by 5:00 PM Mountain Time on September 29, 2014. Sealed bids will be opened at 10:30 AM Mountain Time on September 30, 2014 at Business and Support Management, Purchasing Unit, at 3311 West State Street in Boise. **The purpose of this ITB is to solicit sealed bids to establish a contract between ITD and a Contractor for the design and construction of a metal sand shed at Simco Road, I-84, MP 74.3 in accordance with the plans and Special Provisions contained herein.**

Public Works Licensing IS Required

All questions must be received no later than September 15, 2014 AT 5:00 PM Mountain Time

All questions relating to the bid specifications must be emailed to: todd.sorensen@itd.idaho.gov

Contact Todd Sorensen, Senior Buyer, for clarification of bidding requirements at (208) 334.8093.

FOR BID UPDATES, ADDENDUMS, & BID RESULTS go to:
<http://itd.idaho.gov> "Doing Business with ITD", "ITD Goods and Services"

RETURN BID IN A SEALED ENVELOPE CLEARLY MARKED AS SHOWN:

ATTENTION: BUSINESS & SUPPORT MANAGEMENT – PURCHASING

Bidder: _____

Sealed Bid For: Simco Road Sand Shed

Bid Number: K-224200

Bid Closes Date: September 29, 2014

Bid Open Date: *September 30, 2014*

Mailing Address

Idaho Transportation Department
Business & Support Management - Purchasing Unit
3311 W. State St. (P.O. Box 7129)
Boise, ID 83703 (83707-1129)

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ATTACHMENTS:

- *SIGNATURE PAGE*
- *BID SCHEDULE*
- *CONTRACTOR’S AFFIDAVIT – ALCOHOL AND DRUG FREE WORKPLACE*
- *CONTRACTOR’S AFFIDAVIT – ILLEGAL ALIENS*
- *SUBCONTRACTORS FORM*
- *POTENTIAL BIDDERS LIST*
- *PROJECT SPECIFICATIONS*
- *SOILS REPORT*
- *PROJECT DRAWINGS*
- *ITD POLICY COMPLIANCE*

1. SCOPE OF WORK

1.1 PURPOSE

The purpose of this ITB is to solicit sealed bids to establish a contract between ITD and a Contractor, for the design and construction of a metal sand shed at Simco Road, I-84, MP 74.3.

1.2 SUMMARY SCOPE OF WORK

The scope of work consists of the design and construction of 60 ft. X 100 ft. metal sand shed building as shown on the Attached Plan Sheets and described in the Specifications and Architectural Special Provisions.

The dimensions specified are nominal and minor changes necessary to accommodate suppliers' modular designs may be accepted by the Architect.

The Contractor shall furnish and install all necessary parts and accessories required for complete installation and other items essential for the complete project.

Note: Contractor will be responsible for building permit from Division of Building Safety (DBS) and uploading foundation design, steel building design and structural calculations for DBS approval as noted on plans.

1.3 CONSTRUCTION REQUIREMENTS

The following design parameters apply to the respective location. The successful bidder shall show certified engineering proof, by a professional structural engineer licensed in the State of Idaho, that the structure and foundation design will support these loads.

The design weight of the stored material in the sand shed will be 130 lbs. / cubic foot with a natural angle of repose of 33°.

Design loads according to the 2012 International Building Code

Ground Snow Load: 30 PSF

Wind load: 105 MPH, Exposure "C"

Minimum footing Depth – 3', Site Class: D

Flood loads are non-applicable to this project.

Use Materials Foundation Investigation Report. Refer to Foundation Report

The building is exempt from seismic requirements, equivalent to an agricultural storage structure which is intended for incidental occupancy.

All finish grading and site finish work 10' – 0" outside of the roofline will be completed by State Forces. All finish grading and site finish work within 10' – 0" of the outside roof line will be completed by contractor. The Contractor shall be responsible for the foundation excavation, utility trenching, boring, and backfill regardless of location.

1.4 METHOD OF MEASUREMENT

Measurement will be on the lump sum basis for the construction of the concrete and metal building in place and in accordance with the plans and specifications.

1.5 BASIS OF PAYMENT

The accepted quantities will be paid for at the contract unit prices for the items listed below:

Payment will be made under:

<u>Pay Item</u>	<u>Pay Unit</u>
Design & Construct Metal Sand Shed (Simco Road)	Lump Sum

2. ARCHITECTURAL SPECIAL PROVISIONS

2.1 GENERAL

Materials incorporated into this project shall be new and free from defects and of the best commercial quality for the purpose specified.

2.2 SUBLETTING/SUBCONTRACTING

The Contractor will be permitted to sublet / subcontract a portion of the work but shall perform with the Contractor's own organization, work amounting to not less than 20 percent of the total original contract cost, per ITD Standard Specifications, Section 108 - Prosecution, Progress and Termination.

The apparent low, responsive and responsible bidder will be required to complete, sign and submit a WH-5 Public Works Contract Report with their contract documentation, naming all subcontractors, and the amount of the subcontract, who will be used in the commission of this contract. All subcontractors must possess an Idaho Public Works License, and their subcontract amount must qualify within the Bid Limit of their license.

2.3 GUARANTEE

Excepting where certain portions of the work call for a longer period, all work shall be guaranteed for a minimum period of one year after the date of final acceptance; during the guarantee period, any repairs or replacements required because of defective workmanship or material shall be at the Contractor's expense.

2.4 WARRANTIES, GUARANTEES AND INSTRUCTION SHEETS

Three (3) copies of the manufacturer's warranties, guarantees, instruction sheets, and parts lists for all Contractors' furnished materials shall be turned over to ITD upon completion of the project.

2.5 PERMITS

Pursuant to Section 39-4103 Idaho Code, the Division of Building Safety is responsible for the issuance of building permits and building inspections for construction projects owned by the State of Idaho. This is separate from any required state electrical, plumbing, mechanical or elevator permits. The Contractor shall obtain and pay for all licenses and permits and shall pay fees and charges for connection to outside services to include, water sewer and electricity and use of public or private property for storage of materials, etc. The Contractor shall comply, without additional expense to ITD, with all State, County and Municipal building ordinances and regulations insofar as the same are binding upon the State. ITD will reimburse the Contractor for utility hookup fees at invoice costs.

2.6 CODES

The Contractor, including subcontractors, shall submit their bid in accordance with plans and specifications. If plans and specifications do not comply with any codes having jurisdiction in that particular place or construction, the Contractor shall notify ITD prior to bidding in writing and faxed to the number stated in the bid document. If prior notification is not given, it shall be assumed that the Contractor's base bid includes, to the best of their knowledge and experience, all work necessary to comply with such codes.

2.7 WORK NOT NOTED, DETAILED OR SPECIFIED

All work required for complete installation or assembly shall be included in the Contractor's bid. Where minor portions of required work are not noted, detailed, or specified, such work shall be done in accordance with proven construction practice or accepted industry standards at no additional cost to the owner. The Contractor shall be held responsible for verification of existing job conditions prior to bid. No additional cost shall be awarded to the successful contractor (or their subcontractors) after bids have been submitted and contracts awarded for failure to verify existing field conditions. Discrepancies or questions arising between actual field conditions and contract documents shall be made in writing and faxed to the number stated in the bid document.

2.8 CLEANING UP BUILDING

In addition to removal of rubbish and leaving the building clean. The Contractor shall remove stains, spots, marks and dirt from decorated surfaces, clean hardware, remove paint spots and smears from all surfaces and clean fixtures, clean all glass, replace any broken glass.

2.9 TEMPORARY UTILITIES

The Contractor may use existing utilities and sanitary facilities as directed.

2.10 PROTECTION

The Contractor shall, at all times, protect building from damage; remove and replace with new work any work damaged by failure to provide protection. Replacement of damaged work will be at no additional cost to ITD.

2.11 PRIOR APPROVAL

The references made to materials equipment, appliances or fixtures in the plans or specifications, where manufacturers' products or brand names are specified, are made to show standards for comparison only as to type, design character, or quality of the article desired, and are not for the purpose of restricting bidders to these products or brand names. The term "or equal" as used herein

shall be understood to mean equal to that specified for fulfilling the intended requirements in the judgment of the Architect. THE BURDEN OF PROVING THE EQUALITY SHALL BE THE CONTRACTOR'S RESPONSIBILITY. The Architect's decision shall be final. Shop drawings or manufacturer's literature for the substitute item and for the specified item shall be submitted to support the Contractor's requests on all substitutions.

All requests for approval of change in design of function of materials specified must allow 14 days review time, after receipt of all necessary documents, by the Architect. Approval of submittals shall not relieve the Contractor from responsibility for deviations from the plans or specifications, unless they have, in writing, called the Architect's attention to deviations at the time of submission, and obtained the Architect's written approval. Approval of submittals does not relieve the Contractor from responsibility for errors in shop drawings or literature.

2.12 SUBMITTALS

A Minimum of one (1) electronic copy submittal is required on all products.

Submittals shall contain the Project name and the following information:

1. Date of submission and dates of any previous submissions.
2. The names of the contractor, sub-contractor and manufacturer.
3. Contractors stamp, initialed or signed, certifying to review of submittal.
4. Identification of any deviation from Plans and Specifications.
5. Identify each submittal item by specification section, manufacturer, brand, trade name, number, size, rating, or whatever other data is necessary to properly identify and check materials and equipment. The words "as specified" are not sufficient identification.

The Contractor shall submit all required submittals within 30 days of contract signing. Authority to proceed will be given after submittals are approved by the Architect and returned to the Contractor and construction and material delivery schedules are established.

2.13 AS BUILT DRAWINGS

The Contractor shall provide the Architect with three (3) complete sets of as-built drawings. As-built drawings shall provide detailed and accurate sizes, dimensions and locations of all work items covered under this contract. Contractor shall instruct the separate trades to keep accurate measurements and records of their installation, as the work proceeds. No measurement or

payment will be made for as-built drawings, but the cost thereof shall be considered incidental to the items of work under this contract.

2.14 OPERATION, MAINTENANCE INSTRUCTIONS AND MANUALS

The Contractor shall train ITD personnel in the general use and maintenance of all installed equipment and accessories. The Contractor shall provide three complete copies of "Operations and Maintenance" manuals for ITD use. The manuals will identify all parts of equipment and show complete wiring diagrams. The manuals will include copies of warranties for all items.

2.15 DIMENSIONS AND MEASUREMENTS

The Contractor shall field verify all dimensions pertaining to the work and shall be responsible for the determination of all quantities of materials required for the work and for the accuracy of all dimensions of materials and items fabricated for this project. The Contractor shall not rely on the scale drawings in the project drawings for the determination of exact quantities or dimensions.

2.16 COORDINATION AND CONTROL

This work shall proceed in an effective sequence so as to eliminate unnecessary work stoppages at the building.

2.17 SUPERINTENDENT

The Contractor shall employ a competent Foreman and necessary assistants who shall be in attendance at the Project site during the progress of work. The Foreman shall be satisfactory to the Architect, and shall not be changed except with the consent of the Architect unless the Foreman proves to be unsatisfactory to the Contractor and ceases to be in their employ. Under this circumstance, the new Foreman shall also be satisfactory to the Architect. The Foreman shall represent the Contractor and all communications given to the Foreman shall be as binding as if given to the Contractor. Important communications will be confirmed in writing.

2.18 ITD USE OF BUILDING

ITD reserves the right to occupy and/or use the building or portions thereof, including portions during the construction period and prior to final acceptance. Such occupancy and/or use shall not constitute acceptance of the Work or any part thereof. The contractor shall take special care to insure that no unnecessary disruptions or normal routines will occur at the project work site. Access to and egress from buildings, grounds, services areas, drives, and streets shall be maintained at all times. Temporary disruptions of building services, equipment, etc. shall be scheduled with ITD. Normal functions shall be restored as quickly as possible.

2.19 CHANGE ORDERS

The Contractor agrees that the amount allowed for overhead and profit on any Change Order is limited to the amounts indicated below.

1. For total changes of \$10,000 or less in direct cost, the amount allowed for overhead, profit, bonds and insurance for the Contractor and all subcontractors of any tier combined shall not exceed twenty percent (20%) of direct costs;
2. For total changes exceeding \$10,000 in direct cost, the amount allowed for overhead, profit, bonds and insurance for the Contractor and all subcontractors of any tier combined shall not exceed fifteen percent (15%) of direct costs; or
3. The Contractor will determine the amount of overhead and profit to be apportioned between the Contractor and its subcontractor of allowable amounts of overhead, profit, bonds and insurance.

3. BID GUIDELINES

3.1 INFORMATION GIVEN PRIOR TO AWARD

Oral explanations, instructions and interpretations given to Bidders prior to award of contract shall not be binding. It is ITD's intent to provide all Bidders equal opportunity to access and acquire all available pertinent information necessary to formulate a responsive Bid. Any information, specifications, plans, data or interpretations which ITD discovers is lacking and may be important to all Bidders, shall be furnished to all Bidders in the form of an addendum, the receipt of which shall be acknowledged.

3.2 PERFORMANCE

Submission of a Bid by any Contractor shall be accepted as prima facie evidence that they have satisfied themselves as to the nature and location of the work and all other matters, which can in any way affect the work or cost thereof under the contract. Any failure of the Contractor to acquaint them with all available information, including a physical survey of the site of the proposed work, shall not relieve them from successfully performing all the work required.

3.3 REQUIREMENTS AND CONDITIONS

Sealed Bids shall be received at the time and place stated on the Cover Page. Timely receipt of Bids shall be determined by the date and time the Bid is received at the address specified. Hand delivery is encouraged to ensure timely receipt. No Bid shall be accepted after the time indicated. All material that is submitted in accordance with this solicitation becomes the property of the State of Idaho and shall not be returned.

The Bidder shall submit their Bid upon the forms furnished by ITD.

The Bid shall be signed with blue ink by the individual or agency authorized to sign and submit this Bid for the Bidder. The Bid signature page must include the Bidder name and address and the State and address in which the business is domiciled.

3.4 IRREGULAR BIDS

Bids shall be considered non-responsive and shall be rejected for the following reasons:

1. If the Bid Form(s) are on a form other than that furnished by the State or if the form is altered or any part thereof is detached.
2. If there are unauthorized additions, conditional or alternate Bids, omission of addenda, or irregularities of any kind, which tend to make the Bid incomplete, indefinite, or ambiguous as to its meaning.

3. If the Bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
4. If the Bid Schedule does not contain a unit price for each pay item listed except in the case of alternate pay items.
5. If the Bid Documents are not sealed, when received by ITD.
6. If the Signature Page is not signed in blue ink and returned with your Bid.
7. If Addendums are not signed, in blue ink, and returned with the Bid Documents.
8. If the required Public Works License Number(s) is not inserted on the 'Signature Page'.
9. Bidder fails to submit the proper Bid Guaranty as outlined under Bid Guidelines Section 3.6 of this solicitation.

3.5 DISQUALIFICATION OF BIDDERS

Any of the following reasons may be considered as being sufficient for the disqualification of a Bidder and the rejection of their Bid or Bids:

1. More than one Bid, for the same work from an individual, partnership or corporation under the same name or a different name.
2. Evidence of collusion among Bidders. Participants in such collusion shall receive no recognition as Bidders for any future work of the State until any such participant shall have been reinstated as a qualified Bidder.
3. Bidder, or its principals or affiliates, is disbarred, suspended, or ineligible from federal contracting; see Idaho Code § 67-5730 (2) (f).

3.6 BID GUARANTY (FIVE PERCENT BID BOND)

No Bid shall be considered unless accompanied by a 5% Bid Bond of the character and in an amount not less than the amount indicated on the Bid, to be forfeited if the Bidder, upon acceptance of Bid, fails or refuses to enter into a contract within fifteen (15) days after the presentation of the contract by ITD for execution and to furnish the required bond.

Bid Bonds shall be submitted on the most current version of The American Institute of Architects (AIA) Document 310, signed by the Bidder and their surety company. Power of Attorney for the person who executes the bond on behalf of the surety as Attorney-In-Fact must accompany the Bid bond.

Guarantees submitted via any other obligation shall NOT be considered and the Bid shall be rejected.

Please note: Bonding Surety must be registered and licensed with the Idaho Department of Insurance at the time of Bid closing. Bid Guaranty shall not be accepted if Surety is not registered and licensed in Idaho, and Bid shall be deemed non-responsive and rejected.

3.7 RETURN OF BID GUARANTY (FIVE PERCENT BID BOND)

Bid guaranties, except those of the two lowest responsive, responsible Bidders, shall be returned immediately following the opening and checking of the Bids. The retained Bid guaranty of the unsuccessful of the two lowest responsive, responsible Bidders shall be returned within 10 days following the award of contract and that of the successful Bidder shall be returned after satisfactory Surety bonds have been furnished and the contract has been executed.

3.8 SURETY BOND REQUIREMENTS (PERFORMANCE AND PAYMENT BOND)

The lowest responsive, responsible Bidder shall furnish a performance bond and a payment bond each in the amount of the contract.

Performance and Payment Bonds shall be submitted on the most current version of The American Institute of Architects (AIA) Document 312, signed by the Bidder and their surety company. Power of Attorney for the person who executes the bond on behalf of the surety as Attorney-In-Fact must accompany the Bid bond.

Guarantees submitted via any other obligation shall NOT be accepted.

Please note: Bonding Surety must be registered and licensed with the Idaho Department of Insurance. Performance and Payment bonds shall not be accepted if Surety is not registered and licensed in Idaho, and contract shall not be executed by ITD. If Contractor fails to file acceptable bonds within 15 calendar days after the contract has been received by the Bidder, this failure may be deemed just cause for the cancellation of the award of contract and the forfeiture of the proposal guaranty which shall become the property of the State, not as a penalty, but in liquidation of damages sustained.

3.9 CONSIDERATIONS OF BID

After the Bids are opened and read, they shall be compared on the basis of the summation of the products of the approximate quantities shown in the Bid schedule by the unit Bid prices. The results of such comparisons shall be available <http://itd.idaho.gov> 'Doing Business with ITD', 'Bid and Contract Information', 'ITD Goods and Services'. The right is reserved to reject any or all Bids, to waive technicalities, to advertise for new Bids, or to proceed to do the work otherwise, if, in the judgment of ITD, it is in the best interest of the State.

3.10 BIDDER CHALLENGE TO DEPARTMENT DETERMINATION

A Bidder who did not submit the lowest responsible Bid as determined by ITD may within five (5) calendar days of Bid opening file a written application to challenge ITD's determination of the lowest responsible Bidder and apply to ITD's Chief Engineer for the appointment of a hearing officer to hold a contest case hearing. The application shall set forth in specific terms the reasons why ITD's decision is thought to be erroneous.

3.11 EXECUTION/AWARD OF THE CONTRACT

The award of contract, if it is awarded, shall be made within 15 calendar days after the Intent to Award Notice letter has been mailed to the lowest responsive, responsible Bidder whose Bid complies with all requirements prescribed. However, the award may be deferred beyond 15 calendar days by mutual written agreement between ITD and the lowest responsive, responsible Bidder.

The contract shall be signed by the lowest responsive, responsible Bidder and returned within 15 calendar days after the Bidder has received the contract. If the contract is not executed by the State within 15 calendar days following receipt from the Bidder of the signed contracts, the Bidder shall have the right to withdraw their Bid without penalty. No contract shall be considered as effective until it has been fully executed by all of the parties thereto.

3.12 FAILURE TO EXECUTE CONTRACT

Failure to execute the contract, file acceptable bonds and submit acceptable evidence, if required by contract, of good faith efforts to obtain participation by disadvantaged businesses within 15 calendar days after the contract has been received by the Bidder shall be just cause for the cancellation of the award of contract and the forfeiture of the proposal guaranty which shall become the property of the State, not as a penalty, but in liquidation of damages sustained. Award may then be made to the next lowest responsible Bidder or the work may be re-advertised and constructed under contract or otherwise, as the State may decide.

3.13 AUTHORITY TO PROCEED

Authority to proceed shall be given after the required submittals specified in the specifications are received, approved, and returned to the Contractor and construction and material delivery schedules are established between the Contractor and Project Manager.

4. TERMS AND CONDITIONS

4.1 STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION

The *2012 ITD Standard Specification for Highway Construction*, the most current Supplemental Specifications (January 2013), the most current Quality Assurance Manual, and the QA Special Provisions are incorporated by reference where applicable to this contract. The *2012 ITD Standard Specification for Highway Construction* is available to the Contractor for \$30.00 plus tax. Contact ITD at 334-8430 to purchase, or visit: <http://itd.idaho.gov/manuals/ManualsOnline.htm>, to download both the *2012 ITD Standard Specification for Highway Construction*, and the Quality Assurance Manual.

Unless otherwise modified by this Invitation to Bid, the contract and work for the project shall be administered in accordance with the *2012 ITD Standard Specification for Highway Construction*. The most current version of ITD's Supplemental Specifications to the 2012 Standard Specifications shall also apply.

4.2 SUBLETTING/SUBCONTRACTING

The Contractor will be permitted to sublet / subcontract a portion of the work but shall perform with the Contractor's own organization, work amounting to not less than 20 percent of the total original contract cost, per ITD Standard Specifications, Section 108 - Prosecution, Progress and Termination.

The apparent low, responsive and responsible bidder will be required to complete, sign and submit a WH-5 Public Works Contract Report with their contract documentation, naming all subcontractors, and the amount of the subcontract, who will be used in the commission of this contract. All subcontractors must possess an Idaho Public Works License, and their subcontract amount must qualify within the Bid Limit of their license.

4.3 LIQUIDATED DAMAGES

The amount for Liquidated Damages for failure to complete the work within 45 calendar days from Notice to Proceed will be \$200.00 per day.

4.4 PAYMENT REQUIREMENTS

The Contractor will be paid in accordance with the bid schedule. Payments otherwise due may be withheld on account of substandard or defective work not remedied.

4.5 CLAIMS FOR ADJUSTMENT AND DISPUTES

If the Contractor believes that additional compensation is due them for work or material not clearly covered in the contract, or not ordered as extra work, as defined herein, they shall prosecute their claim in the following manner.

Prior to doing the work on which they believe additional compensation is due them, the Contractor shall notify the District Engineer, in writing of their intent to file a claim. If such notification is not given, then the Contractor shall thereby waive their right to any claim for such additional compensation.

At a minimum, the detailed letter shall include a narration of events, citing of entitlement and a showing of the amount of compensation and/or adjustment of time believed due. Full documentation for all elements in the letter shall be included. The claim shall be considered and a determination made. The District Engineer shall notify the Contractor in writing of the decision.

The decision shall be final and conclusive unless, within thirty (30) days from receipt of the District Engineer's letter, the Contractor submits an appeal in writing to the Purchasing Agent. All pertinent information, references, arguments and data to support the claim shall be included. The Purchasing Agent, or representative, shall review the claim and the Contractor shall be notified by mail. This decision shall be final and conclusive.

In connection with any appeal proceeding under this subsection, the Contractor shall be afforded an opportunity to be heard and offer evidence in support of their claim at any level of review. Pending final decision of a dispute hereunder the Contractor shall proceed diligently with performance of the contract.

4.6 FORCE MAJEURE

Neither party shall be liable or deemed to be in default for any Force Majeure delay in shipment or performance occasioned by unforeseeable causes beyond the control and without the fault or negligence of the parties, including, but not restricted to, acts of God or the public enemy, fires, floods, epidemics, quarantine, strikes, freight embargoes, or unusually severe weather, provided that in all cases the Contractor shall notify the State promptly in writing of any cause for delay and the State concurs that the delay was beyond the control and without the fault or negligence of the Contractor. The period for the performance shall be extended for a period equivalent to the period of the Force Majeure delay. Matters of the Contractor's finances shall not be a Force Majeure.

4.7 COMPLIANCE

If a formal and written complaint is registered with the Contractor in respect to unsatisfactory work performance, the Contractor shall have 72 hours in which to respond in person to the complaint, to

remedy the problem(s). Failure to respond in the prescribed time to the complaint or to remedy the problem may result in termination of the contract as provided in the Termination section.

If the District Engineer is not satisfied with the results and remediation of the complaint, periodic and joint inspections with the Contractor may be required to discuss and point out Contractors violations. Failure of the Contractor to attend these inspections may result in termination of the contract.

4.8 DEFAULT AND TERMINATION OF CONTRACT

Should the Contractor neglect to prosecute the work properly, or fails to perform any provision of the contract, ITD, after seven (7) days from written notice to the Contractor, may without prejudice to any other remedy they may have, make good the deficiencies and may deduct the cost thereof from the payment then or thereafter due to the Contractor or, at its option, may terminate the contract and take possession of all materials, tools, fixtures and furnish the work by such means as ITD sees fit, and if the unpaid balance of the contract price exceeds the expense of finishing the work, such excess shall be paid to the Contractor, but if such expense exceeds such unpaid balance, the Contractor's surety shall pay the difference to ITD.

4.9 TERMINATION FOR CONVENIENCE OF THE STATE

The performance of work under this contract may be terminated by the State in accordance with this subsection in whole, or from time to time in part, whenever it shall be determined that such termination is in the best interest of the State. Any such termination shall be effected by delivery to the Contractor of a Notice of Termination specifying the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.

4.10 APPROPRIATION BY LEGISLATURE REQUIRED

The State is a government entity and this Agreement shall in no way or manner be construed so as to bind or obligate the State of Idaho beyond the term of any particular appropriation of funds by the State's Legislature as may exist from time to time. The State reserves the right to terminate this Agreement in whole or in part (or any order placed under it) if, in its sole judgment, the Legislature of the State of Idaho fails, neglects, or refuses to appropriate sufficient funds as may be required for the State to continue such payments, or requires any return or "give-back" of funds required for the State to continue payments, or if the Executive Branch mandates any cuts or holdbacks in spending. All affected future rights and liabilities of the parties hereto shall thereupon cease within ten (10) calendar days after notice to the Contractor. It is understood and agreed that the State's payments herein provided for shall be paid from Idaho State Legislative appropriations.

4.11 INDEMNIFICATION

The Contractor shall indemnify, save harmless, and defend regardless of outcome, the State from the expenses of and against all suits, actions, claims, or costs, expenses, and attorney fees that may be incurred because of any injuries or damages received or sustained by any person, persons, or property on account of the operations of the Contractor or their subcontractors; or on account of or in consequence of any neglect in safeguarding the work; or through use of unacceptable materials in the work; or because of any act or omission, neglect, or misconduct of the Contractor or their subcontractors; or because of any claims or amounts recovered from any infringements of patent, trademark, or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act or any other law, ordinance, order or decree.

4.12 SAVE HARMLESS

The Contractor shall exonerate, indemnify, and hold ITD harmless from and against and assume full responsibility for payment of all federal, State and local taxes or contributions imposed or required under unemployment insurance, social security, workman's compensation, and income tax laws with respect to the Contractor or the Contractor's employees engaged in the performance of this Agreement.

The Contractor shall maintain Worker's Compensation Insurance as required by Idaho Code and shall provide to ITD a certificate of Idaho Worker's Compensation Insurance issued by a surety licensed to write Idaho Worker's Compensation in the State of Idaho, or an extraterritorial certificate approved by the Idaho Industrial Commission from a State that has a current reciprocity agreement with the Idaho Industrial Commission. Failure to provide a Certificate of Workman's Compensation Insurance may result in a price adjustment to cover any cost to ITD of providing the necessary workman's compensation insurance. ITD shall not assume liability as an employer.

The Contractor shall protect, indemnify, and save ITD harmless from and against any damage, cost, or liability including reasonable attorney's fees for any or all injuries to persons, property or claims for damages arising from any acts or omissions of the Contractor, its employees, or subcontractors.

It is agreed by and between the parties hereto that in no event shall any official, officer, employee or agent of ITD be in any way personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, nor for any statement, representation or warranty made herein or in any connection with this Agreement.

4.13 ALCOHOL AND DRUG-FREE WORKPLACE

Along with its Bid, the Bidder shall submit an affidavit certifying compliance with Title 72, Chapter 17, Idaho Code, requiring the Contractor and its subcontractors at the time of Bid to provide a drug-

free workplace program and to maintain such program throughout the duration of the Contract. The form of affidavit is attached.

4.14 ILLEGAL ALIENS

Contractor warrants that any contract resulting from this Solicitation is subject to Executive Order 2009-10 http://gov.idaho.gov/mediacenter/execorders/eo09/eo_2009_10.html; it does not knowingly hire or engage any illegal aliens or persons not authorized to work in the United States; it takes steps to verify that it does not hire or engage any illegal aliens or persons not authorized to work in the United States; and that any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and shall be cause for the imposition of monetary penalties up to five percent (5%) of the contract price, per violation, and/or termination of its contract. The form of affidavit is attached.

4.15 ITD POLICY COMPLIANCE

The following ITD policies apply to this contract when the Contractor is performing work at an ITD facility or when using ITD equipment or other property. These policies shall remain in force for the duration of the contract:

A-18-10	Harassment in the Workplace policy
A-18-12	Alcohol and Drug-free Workplace policy
A-22-02	Computer, E-Mail, and Internet Usage policy
A-23-03	Workplace Violence Policy

These policies are enclosed and incorporated in this agreement. It is the Contractor's responsibility to read, understand and comply with these policies; 100% compliance is mandatory. Furthermore, Contractor is responsible for ensuring that all their employees and subcontractors adhere to these policies. ITD reserves the right to remove from its premises, at any time, any Contractor or his/her employee or subcontractor that fails to follow these policies. ITD also reserves the right to remove its property, at any time, from any Contractor or his/her employee or subcontractor that fails to follow these policies.

All Contractor's employees and subcontractors are required to wear identification badges at all times while on the ITD's premises. The Contractor and its employees or subcontractors are not employees of ITD, but ITD retains the right to control its own work place and the use of its property.

4.16 INSURANCE REQUIREMENTS

Contractor shall obtain and maintain insurance at its own expense as required herein for the duration of the agreement, and comply with all limits, terms and conditions stipulated. Policies shall provide, or be endorsed to provide, all required coverage. The Contractor shall provide certificates of insurance or certified endorsements as applicable for the insurance required. The Contractor

shall not commence work under this Agreement until satisfactory evidence of all required insurance is provided to the State.

All insurance, except for Workers Compensation, and Professional Liability/Errors and Omissions shall be endorsed to name the State of Idaho and ITD as Additional Insured. A certified copy of the endorsement, or complete policy containing the endorsement, shall be provided to the State prior to the commencement of work.

All insurance shall be with insurers rated A-, VII, or better in the latest Bests Rating Guide, and be in good standing and authorized to transact business in Idaho. The coverage provided by such policies shall be primary. Policies may contain deductibles, but such deductibles shall not be deducted from any damages due the State.

If any of the liability insurance required for this agreement is arranged on a "claims-made" basis, "tail coverage" shall be required at the completion or termination of this agreement for a duration of twenty-four (24) months thereafter. Continuous "claims-made" coverage shall be acceptable in lieu of "tail-coverage" provided the retroactive date is on or before the effective date of this agreement, or twenty-four-months "prior acts" coverage is provided. Contractor shall be responsible for furnishing certification of "tail coverage" or continuous "claims-made" coverage.

By requiring insurance herein, the State does not represent that coverage and limits shall necessarily be adequate to protect the Contractor, and such coverage and limits shall not be deemed as a limitation on the Contractor's liability under the indemnities granted to the State.

Contractor shall maintain insurance in amounts not less than the following:

1 Commercial General and Umbrella Liability Insurance

Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this contract.

CGL insurance shall be written on ISO occurrence form CG 00 01 (or a substitute form; providing equivalent coverage) and shall cover liability arising from premises, operations, independent Contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

2 Business Automobile and Umbrella Liability Insurance

Contractor shall maintain automobile liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos).

3 Workers Compensation Insurance and Employer's Liability

Worker's Compensation. The Contractor and all employers providing work, labor or materials under this contract, are subject employers under the Idaho Worker's Compensation Law, and shall comply with Idaho Statutes regarding Worker's Compensation.

For the duration of this Contract, and until all work specified herein is complete, the Contractor and all employers providing work, labor or materials under this contract, shall provide Idaho Worker's Compensation coverage that satisfies Idaho law for all their subject workers.

The Contractor must provide either a Certificate of Idaho Workers' Compensation Insurance issued by a surety licensed to write Idaho Workers' Compensation Insurance in the State of Idaho, as evidence that the Contractor has in effect a current Idaho Workers' Compensation Insurance policy, or an extraterritorial certificate approved by the Idaho Industrial Commission from a State that has a current reciprocity agreement with the Industrial Commission.

Employer's Liability: This coverage is written in conjunction with Worker's Compensation and provides insurance for the employer's liability to its employees in circumstances where the injury is not covered by the Worker's Compensation law and the employer may be subject to common law liability. Employer's liability insurance shall be a minimum amount of \$100,000 per occurrence.

Additional Requirements:

State of Idaho as Additional Insured: The liability insurance coverage required for performance of the Contract shall include the State of Idaho, ITD and its division, officers and employees as additional insured, but only with respect to the Contractor's activities to be performed under this Contract.

Notice of Cancellation or Change: The Contractor shall ensure that all policies of insurance are endorsed to read that there shall be no cancellation, material change, potential exhaustion of aggregate limits or intent not to renew insurance coverage(s) without thirty (30) days prior written notice from the Contractor or its insurer to ITD. Contractor shall further ensure that all policies of insurance are endorsed to read that any failure to comply with the reporting provisions of this insurance, except for the potential exhaustion of aggregate limits, shall not affect the coverage(s) provided to the State of Idaho, ITD, and its divisions, officers and employees.

IDAHO TRANSPORTATION DEPARTMENT: SIGNATURE PAGE
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REQUISITION# K-224200

SIMCO ROAD SAND SHED

Idaho Transportation Department
Business & Support Management – Purchasing Unit
3311 W. State St. (P.O. Box 7129)
Boise, ID 83703 (83707-1129)

This response is submitted in accordance with all documents and provisions of the specified Requisition Number and Title detailed above.

Federal identification number		Public works license number	
Company name		State of domicile	
Mailing address	City	State	Zip code
Contractor or authorized representative's printed name		Phone number (with area code)	
Fax number	Email address		

*If **not domiciled** in the State of Idaho, please provide an address where business is conducted in the State of Idaho, if applicable:*

Mailing address	City	State	Zip code
Phone number	Fax number		

By my signature below, I acknowledge my responsibility for any addenda that have been issued for this solicitation and accept the terms and conditions as incorporated into this solicitation. As the undersigned, I certify I am authorized to sign and submit this response for the Contractor.

Contractor or authorized representative's signature	Date
---	------

THIS PAGE MUST BE SIGNED IN BLUE INK AND RETURNED WITH YOUR BID DOCUMENTS

BID SCHEDULE

BIDDER: _____

The bid item shall be filled in completely by the bidder in the bid schedule, by indicating total dollars and cents under the Total Amount Bid. All costs, including hourly rates will be included here and will be fully burdened to include; but not limited to, wages, transportation, lodging, overhead, and per-diem.

All of the items shown or noted on the plans or in these specifications, which are not specifically a bid item, are considered incidental items. The cost of furnishing and installing all incidental items will not be paid for separately, but shall be included in the contract unit prices as bid, unless otherwise noted.

All figures should be written in ink or typed. Penciled entries will not be accepted; bids will be considered irregular and rejected.

ITEM NO.	UNIT	DESCRIPTION	TOTAL AMOUNT BID
1	EACH	Design & Construct Metal Sand Shed (Simco Road)	

AWARD TO BE ALL "OR NONE"

THIS PAGE MUST BE SIGNED IN BLUE INK & RETURNED WITH YOUR BID

Signature _____ **Date** _____

CONTRACTOR'S AFFIDAVIT

CONCERNING ALCOHOL AND DRUG-FREE WORKPLACE

Requisition # K-224200

STATE OF _____

COUNTY OF _____

The undersigned being duly sworn upon oath deposes and says that _____
(Contractor Name)

complies with the provisions of Section 72-1717 Idaho Code (Drug Free Workplace program); that

_____ provides a drug-free workplace program that complies with the
(Contractor Name)

provisions of Idaho Code, Title 72, Chapter 17 and will maintain such program throughout the life this

contract and that _____ shall subcontract work only to
(Contractor Name)

subcontractors meeting the requirements of Idaho Code, section 72-1717(1)(a).

Name of Contractor

Address

City and State

By: _____
(Signature)

Subscribed and sworn to before me this _____ day of _____, in the year _____.
Commission expires: _____

NOTARY PUBLIC, residing at

CONTRACTOR'S AFFIDAVIT

CONCERNING ALCOHOL AND DRUG-FREE WORKPLACE

Requisition # K-224200

STATE OF _____

COUNTY OF _____

The undersigned being duly sworn upon oath deposes and says that _____
(Contractor Name)

complies with the provisions of Section 72-1717 Idaho Code (Drug Free Workplace program); that

_____ provides a drug-free workplace program that complies with the
(Contractor Name)

provisions of Idaho Code, Title 72, Chapter 17 and will maintain such program throughout the life this

contract and that _____ shall subcontract work only to
(Contractor Name)

subcontractors meeting the requirements of Idaho Code, section 72-1717(1)(a).

Name of Contractor

Address

City and State

By: _____
(Signature)

Subscribed and sworn to before me this _____ day of _____, in the year _____.
Commission expires: _____

NOTARY PUBLIC, residing at

<p style="text-align: center;">LICENSE REQUIREMENTS FOR PLUMBING, ELECTRICAL, AND HVAC WORK</p>

The contractor must complete this form giving the name, address, and Public Works Contractors License Number for any and all companies who shall, in the event the Contractor secures the contract, complete the plumbing, electrical, or HVAC work under the contract in accordance with Idaho Code Section 67-2310. Failure to complete this form as required may render any such bid submitted by a contractor unresponsive and void.

Companies must possess an appropriate Idaho Public Works Contractors License issued by the State of Idaho Public Works Contractors State License Board covering the contract work classification in which they are named, except as stated in Subsection.107.03-Licensing of Contractors.

The following are the names, addresses, Public Works Contractors license numbers, and contract amounts of the Contractor or Subcontractor(s) who shall do the plumbing, electrical, or HVAC work under the contract.

Note: Idaho Code Section 67-2310 also states "No general contractor shall name any subcontractor in his bid unless the general contractor has received communication from the subcontractor."

A. **Plumbing work by:** _____ **residing at:**

_____, whose Idaho Public Works Contractors License No. is: _____,

whose State Plumbing Bureau License No. is: _____. Amount: \$_____

B. **Electrical work by:** _____ **residing at:**

_____, whose Idaho Public Works Contractors License No. is: _____,

whose State Electrical Bureau License No. is: _____. Amount: \$_____

C. **HVAC work by:** _____ **residing at:**

_____, whose Idaho Public Works Contractors License No. is: _____,

whose HVAC License No. is: _____. Amount: \$_____

**THIS PAGE MUST BE SIGNED IN BLUE INK & RETURNED WITH YOUR BID. THIS DOCUMENT WILL BE
INCORPORATED INTO ANY RESULTING CONTRACT(S)**

SIGNATURE: _____ **DATE:** _____

POTENTIAL BIDDERS LIST

WESTERN SPECIALTY STRUCTURES 3327 N. EAGLE RD., SUITE 110-170 MERIDIAN ID 83646 208-794-4096 FAX 208-939-9122 ATTN: DEE PICKETT	RICHARD JORDAN CONSTRUCTION PO BOX 44356 BOISE, ID 83711 208-756-7201 FAX 208-375-1323 ATTN: RICHARD JORDAN	EKC CONSTRUCTION 1649 W. Shoreline Dr. Suite 201 Boise, ID 83702 (208) 345-8944
MCALVAIN CONSTRUCTION 5559 W GOWEN RD BOISE ID 83709 208 362 2125 FAX 208 362 4356 ATTN: TORRY McCALVAIN	REINCO INC PO BOX 963 CALDWELL ID 83606 208 459 7038 FAX 208 454 0942	SCOTT HEDRICK CONSTRUCTION 1154 N Orchard St Boise, ID 83706 (208) 345-5800
RSCI 1854 E LANARK MERIDIAN ID 83642 FAX 208 887 1401 208 888 9130	GAFFORD CONSTRUCTION 1365 N ORCHARD STE 101 BOISE ID 83706 FAX 208 322 4773 208 322 8240 ATTN: EARL GAFFORD	COUGIT CONSTRUCTION 5446 N. HWY 16 EAGLE, ID 83616 208 286 0246 FAX 208 286 0157 ATTN: TRAE BUCHERT
C-2 CONSTRUCTION P.O. Box 1108 MOUNTAIN HOME, ID 83467 (208) 832-7256 ATTN: JIM LEWIS	SE/Z CONSTRUCTION LLC 703 JOHN ADAMS PARKWAY IDAHO FALLS, ID 83401 208 528 9449 FAX 208 528 2316	CONTRACTORS NORTHWEST INC PO BOX 190689 BOISE, ID 83713 208 869 5833 FAX 208 362 9701 ATTN: MIKE MOORE
GUHO CORP 391 W. STATE ST. SUITE G EAGLE, ID 83616 (208) 939-8850 FAX (208) 939-8928		

I N D E X

ARCHITECTURAL SPECIAL PROVISIONS

<u>DIVISION NO.</u>	<u>DIVISION NAME</u>
2.0	SITE WORK
3.0	CONCRETE
4.0	MASONRY (not used)
5.0	METALS (not used)
6.0	CARPENTRY (not used)
7.0	MOISTURE PROTECTION (not used)
8.0	DOORS, WINDOWS and GLASS (not used)
9.0	FINISHES (not used)
10.0	SPECIALTIES (not used)
11.0	EQUIPMENT (not used)
12.0	FURNISHINGS (not used)
13.0	SPECIAL CONSTRUCTION METAL BUILDING
14.0	CONVEYING SYSTEMS (not used)
15.0	MECHANICAL (not used)
16.0	ELECTRICAL (Included on Drawings)

Approved

State of Idaho
Division of Building Safety

PA# BLD1407-00018

Date: 07/24/14

These Documents are approved
contingent on the compliance with the
mark-ups and notes applied.

This approval shall not be construed to be
an approval of any violation of, or variance
from, Idaho's adopted codes, standards,
laws or rules applicable to this project.

2.0 General

The building site will be graded by State Forces to an approximate 0.5' above or below floor elevation. The Contractor shall complete foundation and other miscellaneous excavations and backfill as required.

2.1 Excavation

Excavation shall be made in accordance with the applicable provisions of ITD Standard Specifications, Section 210 - Excavation for Structures, and shall include all excavating and backfilling of sewers, water, plumbing, heating and electrical work. Provisions shall be made for the installation of all work as the building progresses. Cutting and patching to install omitted work shall be avoided.

Excavation shall be made to the indicated elevation or dimension plus sufficient space to permit erection of forms and shoring, to allow proper installation of below-grade materials, and to allow proper inspection of foundations and below-grade installations. Excavations shall be shored and braced if necessary to prevent cave-in. Such shoring and bracing shall be removed before backfill is completed, but not until permanent supports are in place. Excavations shall be kept free from water.

2.2 Fill

Material under footings and foundations shall be compacted to the requirements of Class A in accordance with ITD Standard Specifications, Section 205 - Excavation and Embankment. All backfill around foundations and footings shall be an approved granular material placed and compacted to the requirements of Class A by the Contractor in accordance with Section 205.

Trash shall not be allowed to accumulate in spaces to be backfilled; such spaces shall be thoroughly cleaned before backfill is placed therein. Frozen particles, large stones, vegetable matter, or trash shall not be used in fill or backfill.

Fill, which is exterior to the building site and not under Portland cement concrete, except driveways and approaches, will be considered non-load-bearing. Non-load-bearing fill shall be placed in layers of not more than 12-inch loose measurement and thoroughly compacted. Driveway and approach fills shall be compacted in accordance with all applicable provisions of ITD Standard Specifications, Section 205-Compaction, Class A Compaction.

No fill or backfill shall be placed without approval.

The Contractor shall conduct work in an orderly manner and so as not to create a nuisance. Dirt shall not be permitted to accumulate on streets or sidewalks nor to be washed into sewers.

The Contractor shall remove from the site and legally dispose of all debris. Excavated material not required for fill shall be removed or spread on the site as directed.

2.3 Soil Preparation

No waste concrete, mortar, or building materials are to be buried on the site. They shall be removed by the Contractor.

3.0 General

Portland cement concrete shall meet the requirements of ITD Standard Specifications, Section 502 Class 30.

3.1 Form Work

Suitable and adequate wood, fiber, or metal forms shall be used for contact surfaces, conforming to shapes, lines, grades and dimensions of concrete shown on drawings. Mortar-tight, well-braced ties and supports shall be used to maintain desired position during and after placing concrete, designed for removal without injury to concrete.

Undressed lumber will be permitted for form work, except for permanently exposed exterior and interior "finished" surfaces.

Double form all footings with boards. Earth forms are not acceptable, except as indicated or approved. Before any concrete placement is started, the form work shall be cleaned of chips, trash, and sawdust.

Sand shed pier forms shall be non-perforated N-12® Pipe, as manufactured by Advanced Drainage Systems Inc., of Columbus, Ohio.

3.2 Concrete Tests

6" X 12" cylinders will be taken at the point of placement in the forms for all plain and reinforced concrete, at the discretion of the Engineer and will be taken by State Forces.

Cylinders will be tested in accordance with AASHTO methods by the State Laboratory.

3.3 Reinforcement

Reinforcing bars shall meet the requirements of ITD Standard Specification, Section 503, and "Standard Specifications for Billet-Steel Bars for Concrete Reinforcement," ASTM A 15, Intermediate grade bars deformed in accordance with ASTM A 305; unpainted, uncoated, free from rust and loose scale.

3.3.1 Support For Reinforcement

Metal wire ties shall be used for formed members or walls.

3.4 Dampproofing

All exposed concrete in contact with sand and salt is to be protected with Met-Con 3000 as manufactured by Romar Industries, 2109 East Rockhurst, Springfield, Mo. 65802 or approved equal shall be applied just prior to occupancy. Surface must be clean and free of dirt, dust, and debris. Apply at 250-300 sq. ft. per gallon with recommended application methods. Met-Con 3000 shall also be applied to exposed steel up to first girt as in division 13.1 of this spec. Steel surface receiving Met-Con 3000 must be clean and completely rust free.

Exterior below grade concrete walls are to be protected with Sealtight Sealmastic as manufactured by W.R. Meadows, Inc., or an approved equal, applied per manufacturer's specifications.

13.0 Steel Building & Components - Prefabricated Structure

This specification covers the materials furnished for the metal sand shed and the equipment shed coverings.

The materials furnished and installed shall include, but not be limited to the structural rigid framing, end wall columns, anchor bolts, girts, purlins, wind bracing rods, eave struts, girt sag rods, purlin bridging, diaphragm bracing, stirrups, flange bracing, web stiffeners, roofing, siding, exterior trim, fasteners, bolts, sealants, caulking and any other component parts as needed for the metal buildings as specified.

The intent of these specifications and drawings is to establish a quality and performance level for structural design, material, durability and workmanship. All bidders must conform strictly to these specifications in their bid.

The buildings shall be of a manufacturer who is regularly engaged in the fabrication of pre-engineered structures. All materials shall be new, unused, free from defects and of high quality manufacture.

All members fabricated or formed from hot rolled steel shall be hand cleaned to remove loose weld splatter, loose mill scale and loose rust and shall receive one shop coat of approved primer.

Products of the following manufacturers are acceptable provided that they comply with the remainder of this specification:

Nucor Buildings
Star Buildings
Varco Pruden
American Steel Building

The following standards and criteria (of most recent issue) shall be used where applicable in the structural design of the building covered by these specifications.

RECOMMENDED DESIGN PRACTICES MANUAL - Metal Building Manufacturers Assn.
STEEL CONSTRUCTION MANUAL - American Institute of Steel Construction
COLD FORMED STEEL DESIGN MANUAL - American Iron and Steel Institute
CODE FOR WELDING IN BUILDING CONSTRUCTION - American Welding Society

The following criteria shall also be applicable in other phases of design:

2012 International Building Code

Structural Steel Painting Council Standards

Contractor shall furnish the Owner with a warranty for the roof that all work will be free from defects of materials or workmanship for a period of five (5) years from date of acceptance.

13.0.1 Building Description and Nomenclature

High Profile (HP) designates a clear span rigid frame building with a roof slope of 6:12 minimum.

Structural mill shapes and built-up sections shall be designed in accordance with the latest edition of American Institute of Steel Construction (AISC), "Specification for the Design, Fabrication and Erection of Steel for Buildings."

Cold-formed steel members and exterior covering shall be designed in accordance with the latest edition of the International Accreditation Service AC472 certification program

13.1 Painting

Before leaving the shop, all steel work shall be cleaned by hand wire brushing, or by other means elected by the fabricator, of loose mill scale, loose rust, accessible weld slag or flux deposit, dirt and other foreign matter. Oil and grease deposits shall be removed by solvent. All galvanized metal will be clean and free of defective coating before leaving shop.

After cleaning all steel work shall be given one coat of shop paint applied thoroughly and evenly to dry surfaces by brush, spray, roller coating, flow coating or dipping at the election of the fabricator.

Surfaces within two inches of any field weld location shall be free of materials that would prevent proper welding or produce objectionable fumes while welding is being done. If shop painted, surfaces to be welded shall be wire brushed in the field before welding to reduce the paint film to a minimum. All exposed steel from the footing up to the first girt shall be painted with Bridge-Tec 2000 or approved equal shall be applied just prior to occupancy. Surface must be clean and free of dirt, rust, dust, and debris. Apply to 250-300 sq. ft. per gallon with recommended application methods. Interior columns shall be painted with two coats of epoxy paint.

13.2 Anchorage

The building anchor bolts shall be designed to resist the maximum column reactions resulting from the specific combinations of loadings. The anchor bolt sizes shall be specified by the building manufacturer unless otherwise noted. The column base plates shall be set level with leveling nuts using at least one inch of dry pack non-shrink grout. Base channels shall be anchored with anchor bolts set on sill sealer material and pulled down evenly to form base seal.

13.3 Erection

The Contractor erecting the buildings shall be approved by the building manufacturer as an installer of their product, and have a minimum of three years experience in metal building construction. Welding shall be performed by a certified welder.

The erection of the metal buildings and the installation of accessories shall be performed in accordance with building manufacturer's erection drawings using proper tools and equipment. Erection practices shall, in addition, conform to Part IV, MBMA "Code of Standard Practices." There shall be no field modifications to primary structural members except as authorized and specified by the building mfg.

13.4 Design Loads

The basic design loads shall include live, wind, and earthquake, in addition to dead load. All of the design loads, whether they be a static, dynamic or kinetic nature, shall be considered as auxiliary loads. Snow load design shall be 30 PSF ground snow load.

13.4.1 Wind Loads

The wind design of the structure shall be for 105 MPH velocity, as recommended by the Metal Building Manufacturers Association, Design Practice Manual of current issue.

13.4.2 Combination Loads

Combination of normal loads and auxiliary loads for design purposes shall be as prescribed and recommended by the Metal Building Manufacturers Association, Design Practice Manual of recent issue.

13.5 Drawings and Certification

The building manufacturer shall furnish complete erection drawings showing anchor-bolt settings, sidewalls, endwall and roof framing, transverse cross- sections, covering and trim details and accessory installation details to clearly indicate the proper assembly of all building parts. The manufacturer shall also furnish a letter of certification by a professional engineer registered by the State of Idaho, verifying that the building design meets the specified loading requirements. After approval of these drawings by the Owner, the Contractor will coordinate with the Engineer and verify the existing plans meet the requirements set forth in the building plans for the building supplied.

If the building selected requires changes in the foundation plans, the Contractor shall furnish complete revised foundation plans for approval. The plans must bear the seal of a licensed architect or engineer registered in the State of Idaho.

13.6 General Framing

All framing members shall be shop fabricated for bolted field assembly. Field cutting or drilling when required shall be clearly noted on the drawings. Field cutting or drilling will not be done with a cutting torch.

Only approved drills or saws shall be used.

All shop connections shall be welded in accordance with the American Welding Society (AWS) "Standard Code for Welding in Building Construction." Certification of welder qualification will be furnished when required and specified.

All framing members shall carry an easily visible identifying mark, either stamped, stenciled or painted.

13.6.1 Primary Framing

Primary structural framing shall include transverse rigid frames, intermediate columns, and endwall columns.

Hot rolled structural mill shapes used in primary framing shall conform to the requirements of ASTM A 36. Hot rolled bars, plates, sheets or strip used in primary framing shall conform to the requirements of ASTM A 529, A 570, or A 572 with a minimum yield strength of 42,000 psi.

Rigid frames, tapered beams, and side columns shall be straight or tapered welded built-up I shapes or structural mill shapes.

Frame load bearing end walls per manufacturer's recommendations for design load.

All base plates, splice plates, cap plates and stiffeners shall be factory welded in place and shall include bolt connection holes. Webs shall be shop fabricated to include brace rod holes and flange brace holes.

13.6.2 Secondary Framing

Secondary structural framing shall include the purlins, girts, eave struts, flange braces, sill support, rake angles, clips and other miscellaneous structural parts.

Hot rolled steel and strip used in fabrication of cold-framed members shall conform to the requirements of ASTM A 570 with a minimum yield of 55,000 psi.

The minimum size of the purlins and girts shall be 8" cold-formed "Z" sections with 2.5" flanges with stiffened edges. Stiffened flange edges shall be formed so as to permit nesting during shipping and when assembling overlapping continuous connections.

Eave struts shall be unequal flange "C" sections cold-formed so as to provide adequate back-up for both roof and wall panels at the building eave.

13.7 Bracing

Wind bracing shall consist of diagonal rod, cable, or angle bracing in both roof and sidewalls. When diagonal bracing is not permitted in the sidewalls, a rigid frame type portal shall be placed between the frames. Sag rods or angles and bridging angles shall be placed properly along the center spans of all the girts and purlins. The inside flanges of the rigid frames shall be braced laterally by angles connected diagonally to the webs of the purlins and girts.

13.8 Roof and Wall Covering

Exterior roof covering shall be 26 gauge minimum thickness galvanized factory painted steel ribbed panels, Exterior wall covering shall be 26 gauge minimum thickness galvanized factory painted steel ribbed panels. Painted panel colors will be as approved by the Engineer.

Wall panels shall provide 36" net coverage (maximum) in width and shall lap one full major rib on sides. Roof panels shall provide 36" net coverage (maximum) in width. All roof panels shall be two piece staggered joints. Wall panels shall be continuous one piece as shown on the drawings. All endwall panels shall be full length bevel cut.

DIVISION 13
SPECIAL CONSTRUCTION

Material for galvanized steel panels shall conform to the requirements of ASTM A 653 Grade 37 (37,000 psi minimum yield) 1.15 ounce coating class.

Unless otherwise specified, the exposed exterior surface of all galvanized wall panels, flashing, trim, and other exterior galvanized steel surfaces shall be color coated (color to be selected by Owner) with silicone polyester coating system, which will meet or exceed the following durability criteria:

Film Integrity - Film will not peel, crack or blister, except for slight crazing on tightly formed bend lines as a result of accepted fabrication procedures for a period of 8 years on vertical (+ 15°) surfaces or for a period of five years on non-vertical surfaces.

Chalk - Finish of vertical (+ 15°) surfaces will not chalk in excess of a numerical rating of 8 for colors or 6 for white as measured by ASTM D 659 for a period of 8 years.

Color Change - Finish of vertical (+ 15°) surfaces will not fade or change color more than 5 NBS units as measured by any standard Tristimulus color meter in accordance with ASTM methods on a properly cleaned specimen for a period of 8 years.

The color (baked) finish for the wall panels shall be guaranteed by the building manufacturer for ten years against blistering, peeling, cracking, flaking, color change not to exceed 5NBS units per ASTM D 2244 and chalking shall be less than a rating of 8 per ASTM D 659.

Oil canning on material installation and dented material will be rejected.

13.9 Trim

Trim and flashing shall be furnished at the rake, corners, eaves, at all framed openings, and wherever necessary to provide weather tightness and finished appearance.

Galvanized steel for trim, flashings, and other miscellaneous uses shall be 26 gauge or heavier and shall be color coated. Equipment shed ridge shall be provided with closed cell light gray EPCM closures matching the panel profile to provide a weather tight roof.

13.10 Bolts and Fasteners

All field connections shall be bolted. Structural bolts shall conform to ASTM A 325 with no washers and shall be tightened by the turn-of-the-nut method.

All panels shall be attached to secondary frame with #14 x 3/4" Type A self- tapping screws with cadmium plated carbon steel head and shank and domed washer with neoprene sealing element. Roof panels shall be jointed at side laps with the same fastener. Panels shall be properly fastened to every girt and purlin. The minimum spacing of the panel fasteners on the girt and purlin lines shall be 12" on centers. The minimum spacing of the side lap fasteners shall be 24" on centers, but properly designed and variable spaced to meet the snow and wind load requirements.

DIVISION 13
SPECIAL CONSTRUCTION

Optional fastener for wall panels shall be #14 x 1" self-drilling screw with cadmium plated carbon steel head and shank with domed washer and neoprene sealing element.

Trim laps shall be connected with 1/8" aluminum pop rivets.

Heads of all fasteners for colored panel and trim shall be pre-painted to match color of adjacent surface.

13.11 Sealant and Closures (Walls)

Sealant for sidelaps, endlaps, and flashings shall be a nominal 1/4" wide x 3/16" thick, gray pressure sensitive tape which shall be a blend of butyl rubber, plasticizers and inert fillers. The material shall be non-toxic, non-corrosive, non-shrinking and non-drying and shall have superior adhesion to metals, plastics and painted surfaces at temperatures from -40° to +180°F.

13.12 Roof Sealants

The sealant shall be applied in the longitudinal and transverse joints of the roofing sheets to provide a waterproof seal that will not lose its sealing properties when exposed indefinitely to sunlight, moisture, and extreme temperature changes.

The compound shall be gray, pumpable grade, polybutens butyl rubber type, non-drying sealer. It shall exceed the performance requirements of the pressure sensitive tape type used for wall side laps.

The sealant shall have good cohesion and good adhesion to protective-coated steel. The material shall not be corrosive to the roof components. It shall pump satisfactorily from a loaded gun that has been stored at 10°F. for 12 hours; and shall not sag or slump at 120°F.

13.13 Shop Drawings

Three (3) hard copies and one (1) electronic copy of all shop drawings shall be submitted for approval. Approved or noted drawings will be returned to the Contractor within fifteen (15) days.

Shop drawings so prepared and approved are deemed to represent the correct interpretation of the work to be done. Contractor shall furnish all necessary templates and patterns required by other trades and supervise and shall be responsible for proper location and installation.

IDAHO TRANSPORTATION DEPARTMENT

Department Memorandum

DATE: May 16, 2014

Project No.(s): N/A

TO: Michael Garz
D3 Maintenance Engineer

Key No.(s): N/A

FROM: John Arambarri, P.E.
District 3 Materials Engineer

Project Id., County, Etc.:
Simco Road Sand Shed
Elmore County

RE: Abbreviated Phase IV Foundation Investigation Report

This Foundation Investigation Report is to evaluate the subgrade soil conditions for the erection of a sand shed at ITD's Simco Road maintenance yard facility. The project site location is shown on Figure 1 and is located approximately half way between Boise and Mountain Home, Idaho, at Exit 74. The maintenance yard is located approximately 500 feet southwest of the eastbound on ramp.

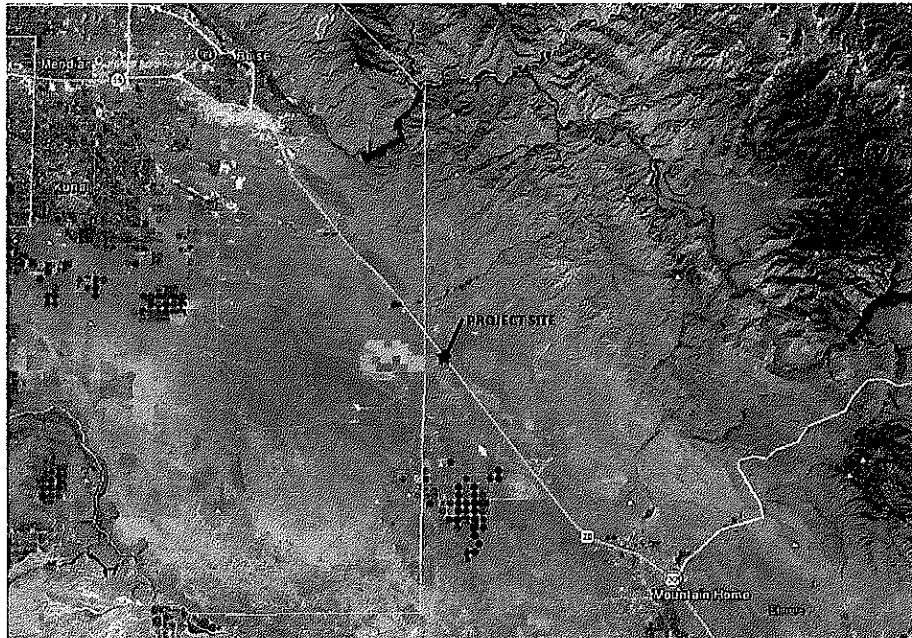


Figure 1 - Vicinity Map

Shallow spread footing foundations are recommended for supporting this structure. The frost line is approximately 24" below the soil surface and the spread footings should be placed no less than 30" below the finished grade. The subgrade for all of the footing foundations should be over excavated 24" below the bottom footing elevation then backfilled with 24" of compacted $\frac{3}{4}$ " aggregate base to remove the fine grain soils below the footing. The excavation and backfill material should be extended to at least 24" outside the footing base and compacted to Class A standards.

Four solid stem auger holes were drilled to depths ranging from 6.0'-8.0' and were located just outside the proposed sand shed footprint as shown on the Project Plan in Appendix A. No groundwater was

encountered in any of the boreholes. A Standard Penetration Test (SPT) was performed at each borehole location to estimate insitu subgrade properties. The relative density ranged from medium dense sands to firm fine grained soil. The soil profiles for these auger holes are summarized in Table 1 and the logs are included in Appendix B.

Table 1 – Auger Hole Summary

AH-1		AH-2		AH-3		AH-4	
Soil Class	Depth (ft)	Soil Class	Depth (ft)	Soil Class	Depth (ft)	Soil Class	Depth (ft)
GM	0-1.5	GM	0-1.5	GM	0-1.5	GM	0-1.5
SW-SM	1.5-3.0	SW-SM	1.5-3.0	SP	1.5-2.75	SW-SM	1.5-2.75
MH	3.0-4.0	SM	3.0-3.5	ML	2.75-3.0	CL	2.75-3.0
SW-SM	4.0-6.5	SW-SM	3.5-4.5	SM	3.0-7.0	SM	3.0-3.6
SM	6.5-8.0	CL	4.5-6.2			ML	3.6-4.5
		SM	6.2-6.5			SM	4.5-7.0

Table 2 summarizes the estimated engineering properties to be used for design purposes based on the over excavation of fine grained soils and subsequent backfill using $\frac{3}{4}$ " aggregate base.

Table 2 – Estimated Engineering Properties for Spread Footing

Backfill:	$\frac{3}{4}$ " Aggregate Base		
Dry Unit Weight:	125 pcf		
Friction Angle:	35°	Compaction:	Class A
Cohesion:	0 psf	Active Condition EFP:	35 pcf
Coefficient of Friction:	0.4	At-Rest Condition EFP:	55 pcf
Allowable Bearing Pressure:	3 ksf	Passive Condition EFP:	445 pcf

The project is a Seismic Site Class D and liquefaction potential or settlement is not a concern. Table 3 lists the seismic coefficients associated with this site.

Table 3 - Seismic Coefficients

Horizontal Response	Coefficient
Peak Ground Acceleration (PGA):	0.08
0.2 sec. Spectral Acceleration (S_s):	0.19
1 sec. Spectral Acceleration (S_1):	0.06



Appendix A – Project Plan



NOTE: LAT / LONG WERE TAKEN FROM GOOGLE MAPS

AH 1
 LAT 43.342185°
 LONG -115.954556°

AH 2
 LAT 43.342211°
 LONG -115.954779°

AH 3
 LAT 43.342434°
 LONG -115.954471°

AH 4
 LAT 43.342488°
 LONG -115.954679°

PROJECT PLAN SHEET
 PROPOSED SAND SHED
 SIMCO ROAD SOUTHEAST
 OF I-84 I.C., MP 74

IDAHO
 TRANSPORTATION
 DEPARTMENT

DIST 3 MAINTENANCE

SCALES SHOWN
 ARE FOR 11" X 17"
 PRINTS ONLY

CADD FILE NAME
 Since Sand Shed.dgn

DRAWING DATE:
 11/19/13

DESIGNED C. GAYLIN
 DESIGN CHECKED T. POINTS
 DETAILED C. GAYLIN
 DRAWING CHECKED T. POINTS

REVISIONS
 NO. DATE BY DESCRIPTION

English
 COUNTY ELMORE
 KEY NUMBER
 SHEET OF

NOT APPROVED FOR PRELIMINARY CONSTRUCTION

Appendix B – Borehole Logs



AH-1

DATE DRILLED: 12/17/2013

SHEET 1 of 1

DISTRICT 3

KEY NUMBER _____ PROJECT NUMBER Building No. 3220 PROJECT NAME Simco Sand ShedCOUNTY Elmore GROUNDWATER ENCOUNTER No WaterDRILLER/CONTRACTOR Kelley Dick LOGGED BY Dave Richards GEOLOGIST Keith NottinghamDRILLING METHOD Solid Stem Auger LOCATION _____COLLAR ELEV. 3246.2' HOLE SIZE 6" ROUTE/SEGMENT/MILEPOST _____GPS COORDINATES LAT: 43.342185° / Long: -115.954556° STATION _____

ELEV. (ft)	DEPTH (ft)	TYPE - No.	RECOVERY %	BLOW COUNTS	LITHOLOGY	MATERIAL DESCRIPTION (Stratification lines represent approximate boundaries between materials.)	LAB DATA			TESTS AND REMARKS
							LL (%)	PI (%)	MC (%)	
3245.0						(Fill) Dark Brown Silty Gravel	16	NV		Sample 1-P 1.0' - 1.5' Lab # 13-3DI-0669 Fines = 14.7%
						(SW-SM) Light Brown Well Graded Sand with Silt Medium Dense	17	NV		
	2.5	SPT	100	10-9-8 (17)						Sample 2-P 1.5' - 3.0' Lab # 13-3DI-0670 Fines = 7.7%
						(MH) Light Brown Sandy Elastic Silt Firm	50	18		
3242.5		SPT	100	4-3-4 (7)		(SW-SM) Light Brown Well Graded Sand with Silt	NP	NV		Sample 4-P 4.0' - 4.5' Lab # 13-3DI-0672 Fines = 8.2%
	5.0									Sample 5-P 6.5' - 8.0' Lab # 13-3DI-0673 Fines = 28.0%
3240.0						(SM) Brown Silty Sand Medium Dense	40	NV		
	7.5	SPT	100	8-12-11 (23)						

Bottom of hole at 8.0 feet.

DATE DRILLED: 12/17/2013

SHEET 1 of 1

DISTRICT 3

KEY NUMBER **PROJECT NUMBER** Building No. 3220 **PROJECT NAME** Simco Sand Shed

COUNTY Elmore

DRILLER/CONTRACTOR Kelley Dick **LOGGED BY** Dave Richards **GEOLOGIST** Keith Nottingham

DRILLING METHOD Solid Stem Auger **LOCATION**

COLLAR ELEV. 3246' HOLE SIZE 6" ROUTE/SEGMENT/MILEPOST

GPS COORDINATES LAT: 43.342211° / Long: -115.954779° STATION _____

ELEV. (ft)	DEPTH (ft)	TYPE - No.	RECOVERY %	BLOW COUNTS	LITHOLOGY	MATERIAL DESCRIPTION (Stratification lines represent approximate boundaries between materials.)	LAB DATA			TESTS AND REMARKS
							LL (%)	PI (%)	MC (%)	
3245.0						(Fill) Brown Silty Gravel				
	2.5	SPT	100	10-13-14 (27)		(SW-SM) Light Brown Well Graded Sand with Silt Medium Dense	21	NV		Sample 6-P 1.5' - 3.0' Lab # 13-3DI-0674 Fines = 7.2%
3242.5		SPT	89	10-11-6 (17)		(SM) Dark Brown Silty Sand Medium Dense	16	NV		Sample 7-P 3.0' - 3.5' Lab # 13-3DI-0675 Fines = 46.6%
						(SW-SM) Light Brown Well Graded Sand with Silt Medium Dense	NP	NV		Sample 8-P 3.5' - 4.5' Lab # 13-3DI-0676 Fines = 10.5%
	5.0					(CL) Brown Lean Clay with Sand Very Stiff				
3240.0		SPT	100	3-8-15 (23)			42	17		Sample 9-P 5.0' - 6.2' Lab # 13-3DI-0677 Fines = 70.2%
						(SM) Brown Silty Sand	NP	NV		Sample 10-P 6.2' - 6.5' Lab # 13-3DI-0678 Fines = 30.1%
Bottom of hole at 6.5 feet.										



DATE DRILLED: 12/17/2013

SHEET 1 of 1

DISTRICT 3

KEY NUMBER _____ PROJECT NUMBER Building No. 3220 PROJECT NAME Simco Sand Shed
COUNTY Elmore GROUNDWATER ENCOUNTER No Water
DRILLER/CONTRACTOR Kelley Dick LOGGED BY Dave Richards GEOLOGIST Keith Nottingham
DRILLING METHOD Solid Stem Auger LOCATION _____
COLLAR ELEV. 3246.4' HOLE SIZE 6" ROUTE/SEGMENT/MILEPOST _____
GPS COORDINATES LAT: 43.342434° / Long: -115.954471° STATION _____

ELEV. (ft)	DEPTH (ft)	TYPE - No.	RECOVERY %	BLOW COUNTS	LITHOLOGY	MATERIAL DESCRIPTION (Stratification lines represent approximate boundaries between materials.)	LAB DATA			TESTS AND REMARKS
							LL (%)	PI (%)	MC (%)	
3245.0						(Fill) Brown Silty Gravel				
	2.5	SPT	100	7-7-4 (11)		(SP) Light Brown Poorly Graded Sand Medium Dense	NP	NV		Sample 11-P 1.5' - 2.7' Lab # 13-3DI-0679 Fines = 4.7%
						(ML) Dark Brown Sandy Silt	NP	NV		Sample 12-P 2.7' - 3.0' Lab # 13-3DI-0680 Fines = 63.1%
3242.5		SPT	100	3-8-15 (23)		(SM) Light Brown Silty Sand Medium Dense	37	7		Sample 13-P 3.0' - 4.0' Lab # 13-3DI-0681 Fines = 45.7%
	5.0						NP	NV		Sample 14-P 4.0' - 4.5' Lab # 13-3DI-0682 Fines = 24.3%
3240.0		SPT	100	6-10-13 (23)			33	NV		Sample 15-P 5.5' - 7.0' Lab # 13-3DI-0683 Fines = 36.5%

Bottom of hole at 7.0 feet.



AH-4

DATE DRILLED: 12/17/2013

SHEET 1 of 1

DISTRICT 3

KEY NUMBER _____ PROJECT NUMBER Building No. 3220 PROJECT NAME Simco Sand Shed
COUNTY Elmore GROUNDWATER ENCOUNTER No Water
DRILLER/CONTRACTOR Kelley Dick LOGGED BY Dave Richards GEOLOGIST Keith Nottingham
DRILLING METHOD Solid Stem Auger LOCATION _____
COLLAR ELEV. 3247.5' HOLE SIZE 6" ROUTE/SEGMENT/MILEPOST _____
GPS COORDINATES LAT: 43.342488° / Long: -115.954679° STATION _____

ELEV. (ft)	DEPTH (ft)	TYPE - No.	RECOVERY %	BLOW COUNTS	LITHOLOGY	MATERIAL DESCRIPTION (Stratification lines represent approximate boundaries between materials.)	LAB DATA			TESTS AND REMARKS
							LL (%)	PI (%)	MC (%)	
3245.0	2.5	SPT	100	11-16-7 (23)		(Fill) Brown Silty Gravel				Sample 16-P 1.5' - 2.7' Lab # 13-3DI-0684 Fines = 11.4%
						(SW-SM) Light Brown Well Graded Sand with Silt and Gravel Medium Dense	13	NV		
						(CL) Dark Brown Sandy Lean Clay	27	8		
						(SM) Brown Silty Sand Medium Dense	NP	NV		
						(ML) Dark Brown Silt with Sand Stiff	40	13		
3242.5	5.0	SPT	83	3-6-9 (15)		(SM) Light Brown Silty Sand				Sample 17-P 2.7' - 3.0' Lab # 13-3DI-0685 Fines = 68.4% Sample 18-P 3.0' - 3.6' Lab # 13-3DI-0686 Fines = 17.0% Sample 19-P 3.6' - 4.5' Lab # 13-3DI-0687 Fines = 70.5%
						(SM) Light Brown Silty Sand Loose	31	NV		
		SPT	100	3-3-6 (9)						Sample 11-P 5.5' - 7.0' Lab # 13-3DI-0688 Fines = 28.5%

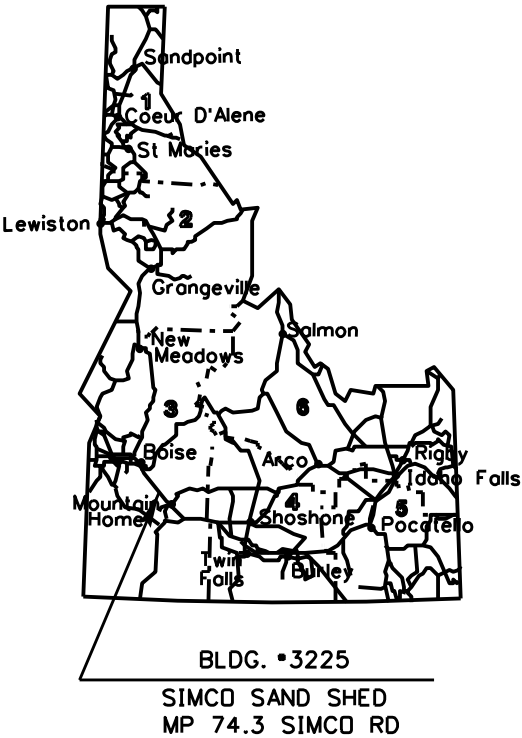
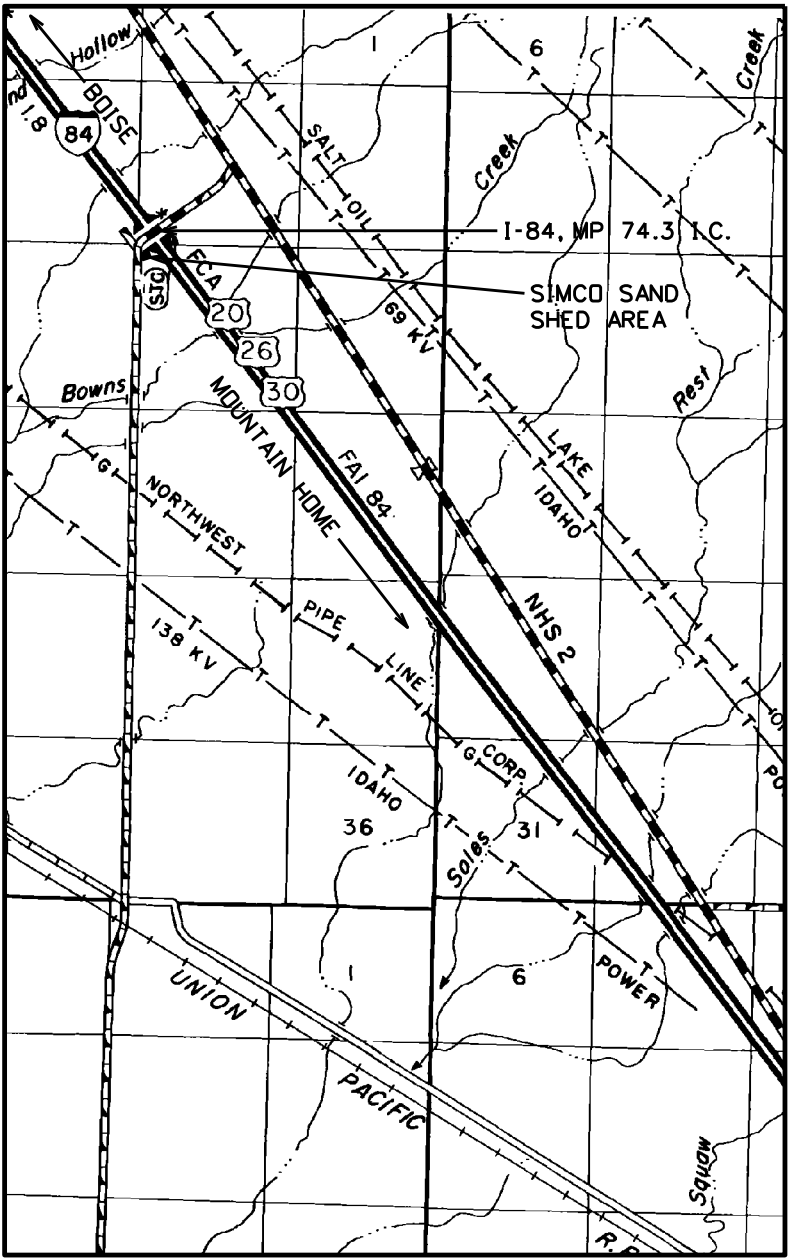
Bottom of hole at 7.0 feet.

3-2009
This approval shall not be construed to be an approval of any violation of, or variance from, Idaho's adopted codes, standards, laws or rules applicable to this project.
These documents are approved.
Date: 07/24/14
Project: BLDG. #3225
Division of Engineering Safety
Approved

INDEX OF SHEETS	
NO.	DESCRIPTION
	TITLE SHEET
	SITE
3	ARCHITECTURAL
4	ELECTRICAL

IDAHO
TRANSPORTATION DEPARTMENT
PLAN AND PROFILE OF PROPOSED
SIMCO SAND SHED
PROJECT NO. BLDG. #3225
ELMORE COUNTY

JULY 2014



REVISIONS			
NO.	DATE	BY	DESCRIPTION

THE DIMENSIONS SHOWN ON THE PLANS SHALL BE ATTAINED WITHIN LIMITS OF PRECISION THAT GOOD CONSTRUCTION PRACTICES WILL PERMIT

SCALES SHOWN ARE FOR 11" X 17" PRINTS ONLY
CADD FILE NAME
DRAWING DATE: 7/14

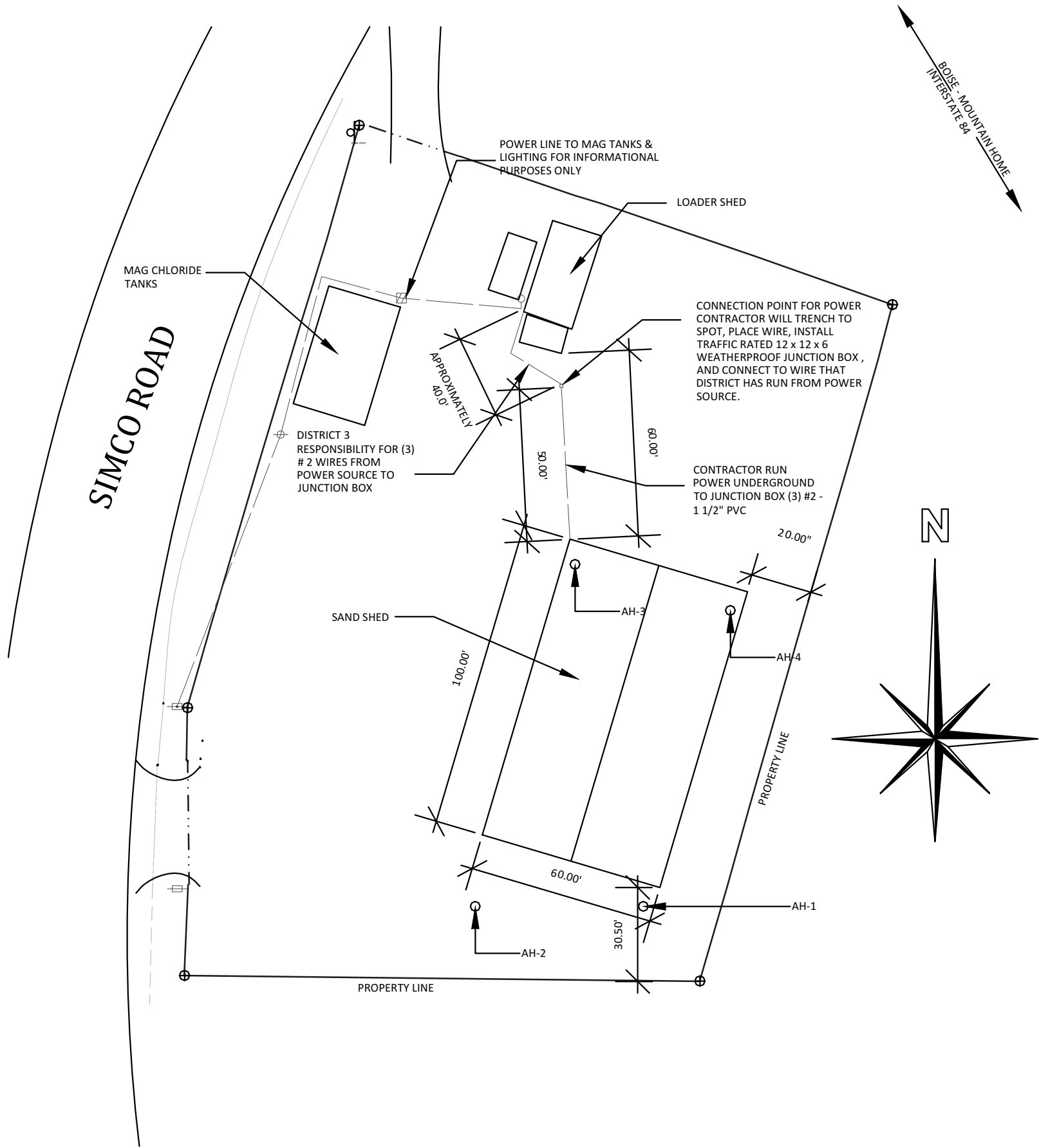
IDAHO
TRANSPORTATION DEPARTMENT

DISTRICT 3

PROJECT NO.
BLDG. #3225

TITLE SHEET
SIMCO RD. SAND SHED
MP 74.3 - SOUTH OF I-84

English
COUNTY ELMORE
KEY NUMBER
SHEET 1 OF 4



SIMCO ROAD SITE DATA

OCCUPANCY CATEGORY "U"
RISK CATEGORY 1
GROUND SNOW LOAD - 30 P.S.F*
WIND LOAD - 105 MPH EXPOSURE "C"
FROST DEPTH - 36"
SOILS CATEGORY "D"
SEISMIC DESIGN CATEGORY "C"

*FROM U of I GROUND AND ROOF SNOW LOADS FOR IDAHO BY R. L. Sack & A. Sheikh-Taheri

** AH-1 , AH-2, AH-3 and AH-4 ARE SOILS TEST HOLES. COMPLETE REPORT ON THOSE FOUR LOCATIONS IS INCLUDED WITH PROJECT SPECIFICATIONS.

SCALES SHOWN ARE FOR 11" x 17" PRINTS ONLY

DESIGN PER 2012 INTERNATIONAL BUILDING CODE

NO	REVISIONS	DATE

SIMCO RD
SANDSHED
BUILDING NO. 3225

ELMORE COUNTY

STATE OF IDAHO
TRANSPORTATION DEPARTMENT
DIVISION OF HIGHWAYS

IDAHO

DRAWN
ROBERT

DATE
7/14/14

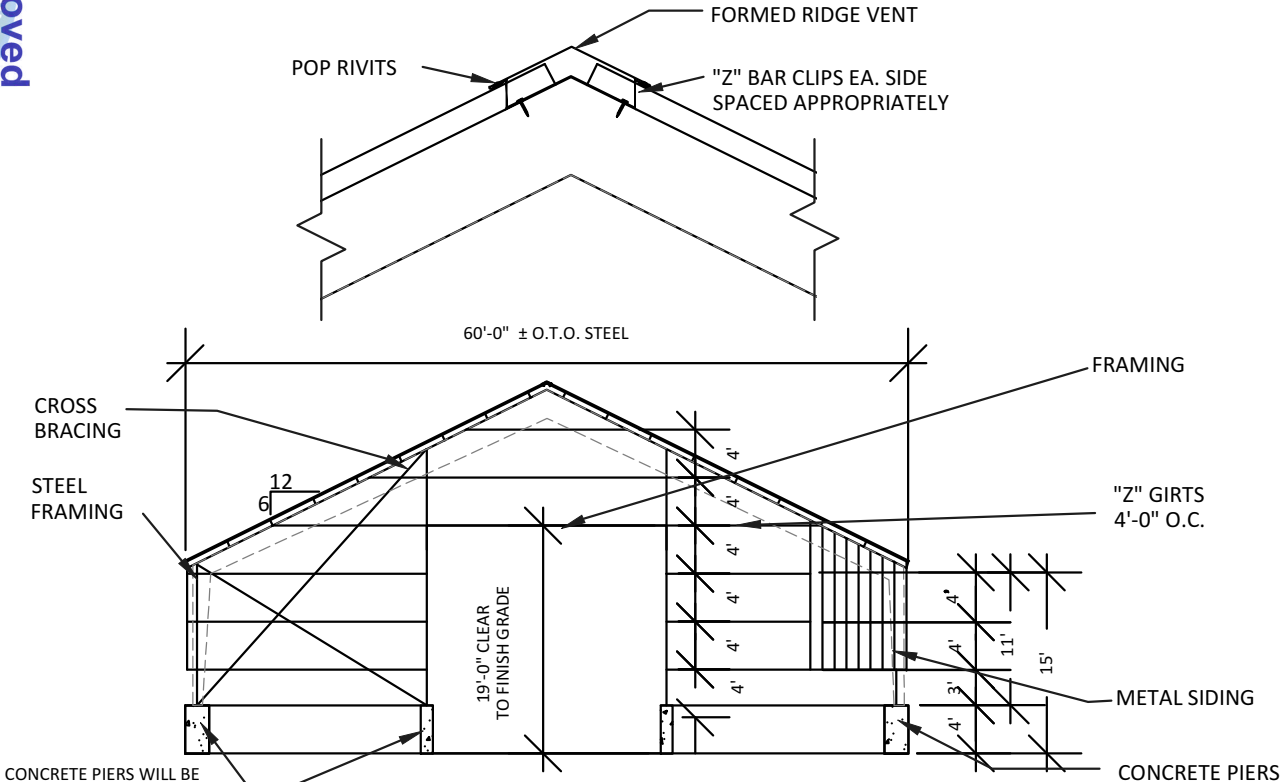
CHECKED
BEF

JOB NO

SHEET
2

APPROVED

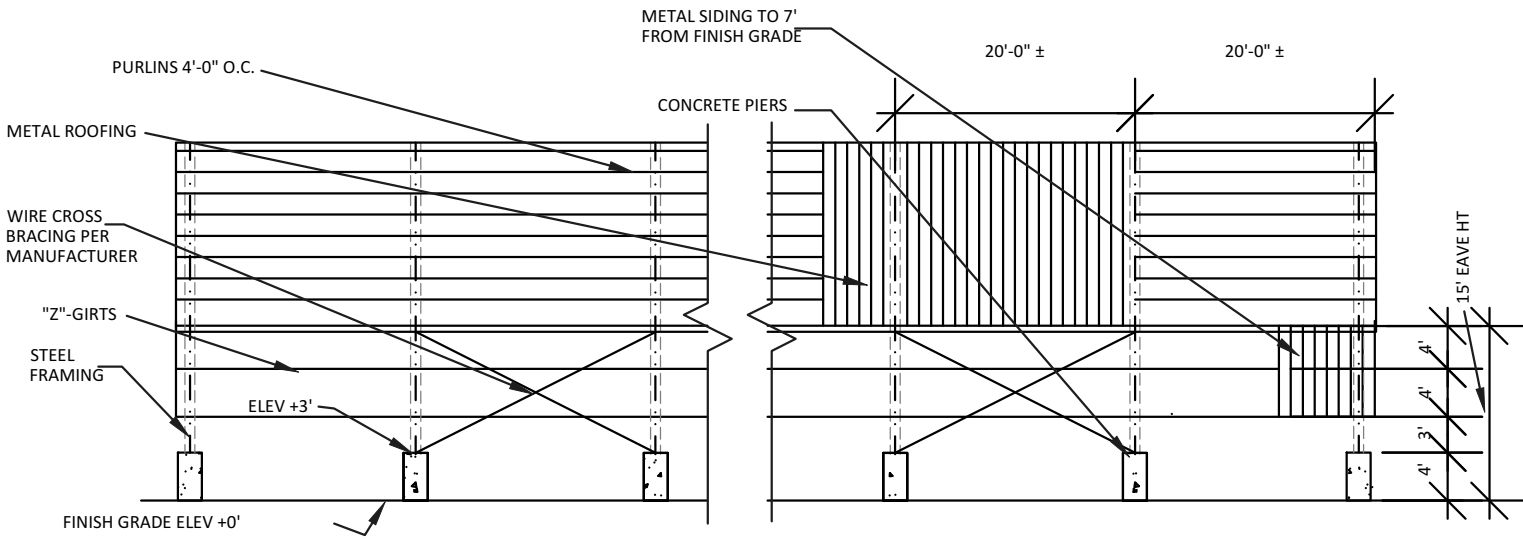
Division of Building Safety
State of Idaho
Approved
P#B- BLD1407-00018
Date: 07/24/14
These Documents are approved
contingent on the compliance with the
mark-ups and notes applied.
This approval shall not be construed to be
an approval of any violation of, or variance
from, Idaho's adopted codes, standards,
laws or rules applicable to this project.



TYPICAL END FRAMING/ELEV

SCALE: 1/16" = 1'-0"

NOTE:
CONTRACTOR SHALL BE RESPONSIBLE FOR
ENGINEERING DESIGNS OF FOOTINGS &
STRUCTURE

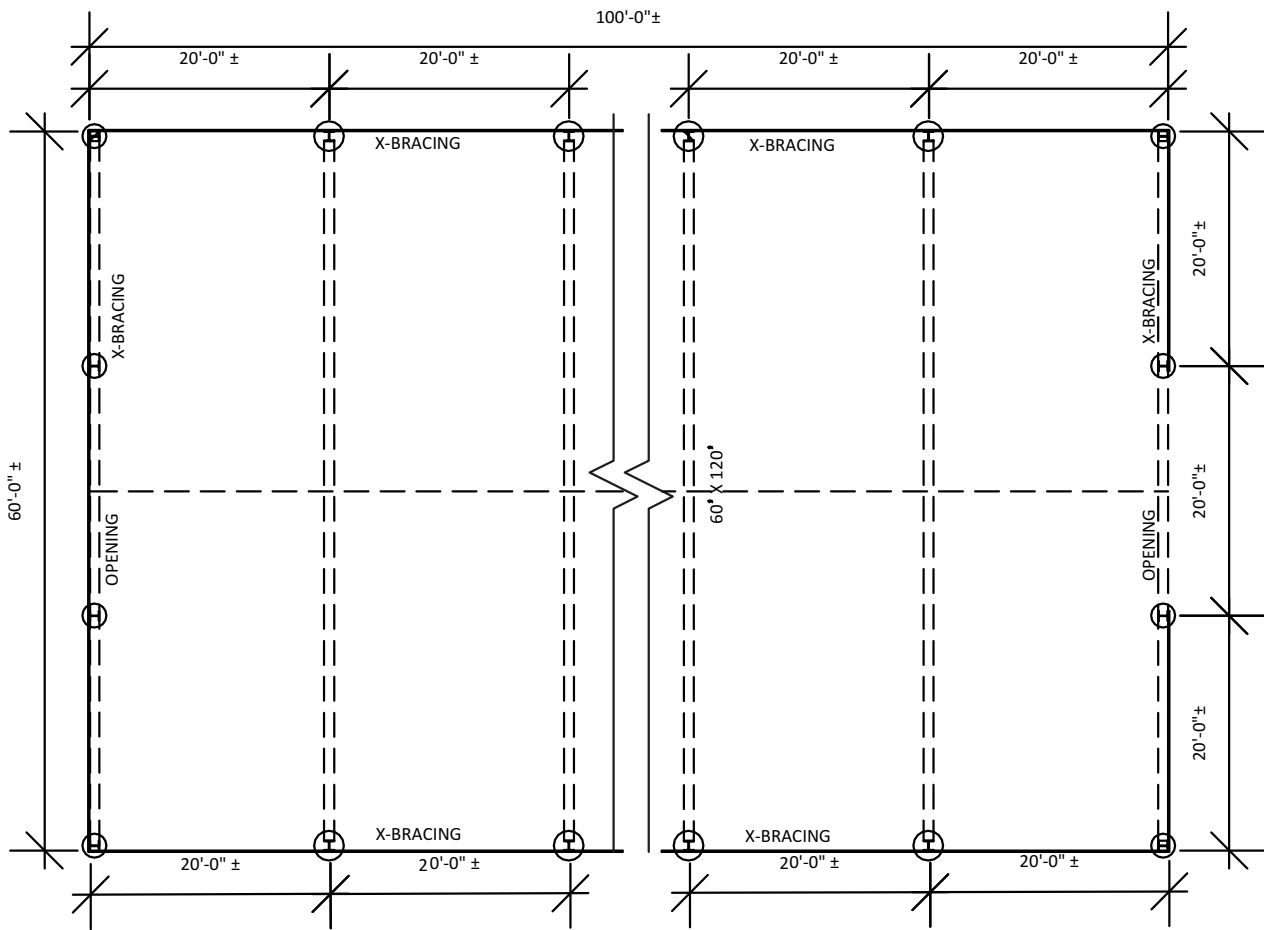


TYPICAL SIDE FRAMING/ELEV

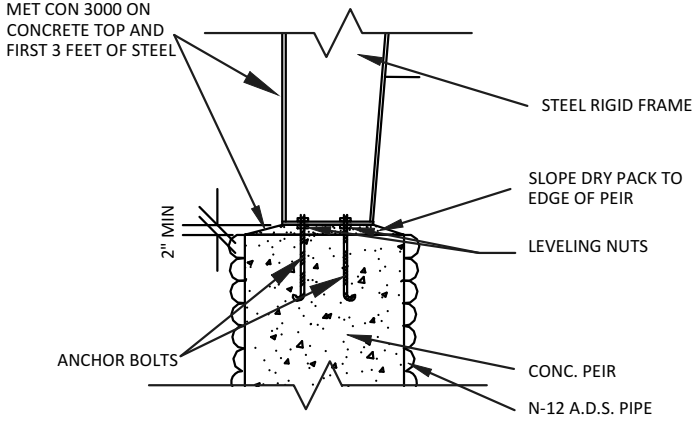
SCALE: 1/16" = 1'-0"



Submit (upload) copies of the shop drawings including the foundation design, prior
to the start of any construction work.




TYPICAL FLOOR PLAN



DETAIL FOOTING/COLUMN

SCALES SHOWN
ARE FOR 11" x 17"
PRINTS ONLY



NO	REVISIONS	DATE

SIMCO ROAD SANDSHED
BUILDING NO. 3225

ELMORECOUNTY

STATE OF IDAHO
TRANSPORTATION DEPARTMENT
DIVISION OF HIGHWAYS

IDAHO

POEE

DRAWN ROBERT
DATE 7/14/14
CHECKED BEF
USD NO

SHEET 3

APPROVED



HARASSMENT IN THE WORKPLACE

It is the policy of the Idaho Transportation Department (ITD) that all employees have the right to work in an environment free from harassment based on race, color, gender, sexual orientation, religion, national origin, age, disability, veteran status, marital status, or political or religious opinions or affiliations. All ITD employees also have the right to be free from retaliation for engaging in protected activities or expressing opposition to prohibited discrimination. The Department prohibits any form of harassment of its employees, and will take immediate and appropriate action to prevent and to correct behaviors that violate this policy. All employees are expected to work together cooperatively and to treat their co-workers with courtesy, respect, and dignity. These prohibitions against any form of harassment of ITD employees extend to third parties, including contractors, vendors and customers.

All harassment complaints, regardless of where reported or from whom, shall immediately be forwarded to a supervisor or manager who can take steps to involve the appropriate staff in resolving the matter.

All internal ITD complaints are investigated by Human Resource Services. Complaints of harassment by third parties, such as vendors, contractors, or customers are external complaints under Title VI. Complaints of this nature shall be forwarded to the EEO Manager, External Programs, for assistance.

Harassment

Harassment is a form of unlawful discrimination and is specifically prohibited by this policy. Harassment is defined for purposes of this policy as:

- Any conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, sexual orientation, religion, national origin, age or disability, veterans status, marital status, or political or religious opinions or affiliations, or that of his or her relatives, friends, or associates; or
- Has the purpose or effect of creating an intimidating, hostile or offensive work environment; or
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities.

Sexual Harassment

Sexual harassment, a specific form of harassment, is also prohibited and for purposes of this policy is defined as:

Unwelcome sexual advances, unwelcome requests for sexual favors, or other verbal or physical conduct of a sexual nature, whether welcome or not, when:

- Submission to the advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to, or rejection of such conduct by an individual is used as the basis for employment decisions; or
- The conduct of a sexual nature has the potential to unreasonably interfere with an individual's work performance or to create an intimidating, hostile, or offensive work environment.

Sexual harassment usually involves members of the opposite sex; however, it also includes "same-sex harassment" (i.e. males sexually harassing males and females sexually harassing females because of the gender of the subject of the harassment).

Sexual harassment may take many different forms and includes by way of example, but is not limited to, the following:

- Verbal: Sexual innuendoes; sexually suggestive comments; sexual jokes; personally abusive remarks of a sexual nature; sexual propositions; threats; persistent and unwelcome requests for social contact; unwelcome requests for sexual favors; obscene letters, phone calls or e-mails; offering or implying a reward or threat concerning work assignments, performance reviews, discipline, promotions, or other terms or conditions of employment in exchange for sexual favors.
- Non-Verbal: Display or distribution of sexually suggestive material, objects or pictures; sexually graphic commentaries; suggestive or insulting sounds, leering, or whistling; obscene gestures, motions or movements.
- Physical: Any unwelcome physical contact, including touching, pinching or brushing the body; blocking the movements of another; coerced sexual intercourse; assault or battery.

Retaliation

Retaliation by supervisors or retaliatory harassment by co-workers against any employee who has filed a complaint, testified, assisted or participated in any manner in an investigation or proceeding, or against any employee who opposes harassing or discriminatory behavior, or who exercises, claims or asserts a protected right is strictly prohibited.

Retaliation is defined for purposes of this policy as taking adverse employment action against an employee because of the employee's protected activity which is otherwise unrelated to the employee's ability to perform his or her job.

- Protected activity includes: opposition to a reasonably perceived or actual unlawful act or practice; participation in a proceeding involving a claimed unlawful act or practice by filing a charge, testifying, or assisting or participating in an investigation, proceeding or hearing; exercising, claiming or asserting a protected right; requesting a reasonable accommodation; or seeking a benefit.
- An adverse employment action may include, but is not limited to, termination, suspension, transfer, reassignment, disciplinary action, or any other employment action that causes a serious detriment to the employee's employment status. Unchecked retaliatory harassment by co-workers may also be considered an adverse employment action.

Retaliatory harassment by co-workers is defined for purposes of this policy as any conduct by a person not in a position to take direct adverse employment action against an employee who has engaged in a protected activity. Retaliatory harassment denigrates or shows hostility or aversion toward the individual because he or she has engaged in the protected activity; or has the purpose or effect of creating an intimidating, hostile or offensive work environment; or has the purpose or effect of unreasonably interfering with an individual's work performance.

Retaliation and retaliatory harassment are considered as serious as prohibited harassment and will result in appropriate corrective action, up to and including dismissal. ITD is committed to maintaining an environment where individuals feel free to report any unlawful harassment or discrimination, and will vigorously enforce this policy and take appropriate action against those who engage in any form of retaliatory conduct.

Complaint Procedure

Employees have the responsibility to bring any form of discrimination, harassment or retaliation to the attention of the Department immediately. Employees who believe they are being subjected to discrimination should notify their supervisor, anyone in management, the Human Resource Services Manager, or EEO Internal Resource Specialist. A 24-hour, toll-free reporting number (1-877-888-6250) is

also available for reporting harassment or discrimination. A hotline placard displaying the toll-free number is permanently posted in central locations throughout the Department.

Individuals may also file complaints within the time frames listed (which usually run from the last date of the alleged incident or occurrence) as follows:

Federal Highway Administration (FHWA)	180 Days
US Department of Transportation (USDOT)	180 Days
US Department of Justice (USDOJ)	180 Days
Equal Employment Opportunity Commission (EEOC)	300 Days
Idaho Human Rights Commission (IHRC)	365 Days

ITD does not have a specific time frame for reporting incidents of harassment and retains the right to take action against any individual found to have engaged in harassing or discriminatory behavior, regardless of the time period between when the act occurred and when it was reported. However, employees are strongly encouraged to bring any incidents of discrimination or harassment to the attention of the Department as soon as possible after any such conduct occurs.

Investigations

Harassment complaints shall be forwarded immediately to the Human Resource Services Manager for review. All allegations of harassment will be taken seriously and investigated in a timely manner. Confidentiality shall be maintained to the greatest extent possible. The EEO Internal Resource Specialist or other qualified investigator will gather all relevant information in a fair and impartial manner and will submit a report of findings to the Chief Legal Counsel.

Any employee who provides false information during an investigation will be subject to appropriate corrective action. Employees will also be subject to corrective action for filing frivolous and/or false claims of harassment, discrimination, or retaliation.

Corrective Action

If an investigation reveals that a violation of policy has occurred, appropriate corrective action will be taken. Corrective action shall be designed to stop the behavior immediately, prevent reoccurrence of the violation, and will be proportional to the severity and frequency of the offense.

- For employees of ITD, the corrective action could include, but is not limited to, an oral or written warning, training or counseling, reaffirmation of this policy, transfer or reassignment, demotion, reduction of wages, suspension or dismissal.
- For non-employees of ITD, including contractors, vendors, and customers, the corrective action could include, but is not limited to, notification of employer, reassignment, termination of contract, removal from ITD premises, or limitations imposed on access to ITD employees or premises.

Supervisors and Managers

Supervisors and managers shall be evaluated and held accountable on their performance reviews for their conduct, responsibilities, and adherence to this policy. They are responsible for modeling respectful behavior through their words and actions and are expected to:

- Take appropriate steps to ensure that all department employees are aware of and trained on this policy and that the procedures in this policy are followed.
- Pursue preventative measures to ensure a supportive, harassment-free work atmosphere.
- Notify the Human Resource Services Office immediately of all complaints concerning

discrimination, including harassment, sexual harassment and/or retaliation in the workplace.

- Prevent and reduce harassing behavior by taking appropriate corrective action in consultation with Human Resource Services.
- Ensure that retaliatory behavior is not allowed.

Policy Distribution

The Harassment in the Workplace policy shall be re-issued to every department employee each time it is updated and during the orientation of new employees. Employees will be given an opportunity to read the policy and ask questions. All employees shall be required to sign an acknowledgment form indicating that they have read and understand the Harassment in the Workplace policy, and have had the opportunity to ask any questions concerning workplace harassment or the consequences should they fail to comply. Appropriate training will be made available to ensure that all employees understand their rights and responsibilities under this policy.

Signed _____

L. Scott Stokes, P.E.
Acting Director

Date: October 09, 2009

This policy based on:

- Title VII, Civil Rights Act of 1964
- Title 67, Chapter 59, Idaho Code
- EEOC Guidelines
- B-18-10, HARASSMENT IN THE WORKPLACE
- Governor's Executive Order No. 2004-05
- Decision by the Director

Department-wide supervision and coordination assigned to:

- EEO Manager (External ITD programs); Human Resource Services Manager (Internal ITD employees)

Direction for activity and results delegated to:

- Division Administrators, District Engineers, Section Managers, Supervisors, the Equal Employment Opportunity Manager, the Human Resource Services Manager, and all employees

Department procedures contained in:

- Human Resource Services Manual, Internal EEO Complaints
- EEO Intranet Website, External EEO Complaints

Former dates of A-18-10:

11/13/86, 11/2/87, 4/13/89, 1/18/95, 11/22/99, 5/22/02, 9/15/03, and 5/12/08

Cross-reference to related Administrative Policies:

- A-18-07, CODE OF FAIR EMPLOYMENT PRACTICES
- A-18-09, EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION
- A-23-03, WORKPLACE VIOLENCE



ALCOHOL AND DRUG-FREE WORKPLACE

The federal Drug-Free Workplace Act of 1988 requires the Idaho Transportation Department to annually certify to the Federal Highway Administration that the Department and its federal grantees maintain an alcohol and drug-free workplace. Alcohol or other drug misuse in the workplace causes detrimental effects on any organization and the employees. Alcohol or drug misuse impacts morale, lowers productivity and increases health care costs. The use of alcohol or drugs becomes a matter of concern to the Department when the employee's use interferes with job performance, conduct, attendance, or safety of state employees or others. The Idaho Transportation Department is committed to maintaining a work environment that is free from alcohol and drug misuse.

Department employees are subject to the following:

- The consumption of alcohol and/or drugs on the job is strictly prohibited. Employees may not work when their performance is affected by the use of, or if they are under the influence of, alcohol and/or drugs.
- The unlawful manufacture, distribution, dispensing, possession or misuse of alcohol or drugs is prohibited in the Idaho Transportation Department workplace. The workplace is defined as any building, property, vehicle, or equipment owned, leased, or otherwise used to conduct Department business.
- Based on "reasonable suspicion" evidence, as defined in the Human Resources Policy and Procedures Manual, **any** employee who is suspected of being under the influence of alcohol and/or drugs while performing job-related duties for the Department may be asked to submit to a drug and alcohol test.

Employees who violate the alcohol and drug prohibitions outlined in the Human Resources Policy and Procedures Manual or refuse to submit to a requested drug and/or alcohol test shall be subject to disciplinary action in accordance with the Human Resources Policy and Procedure Manual.

The Human Resource Services office shall sponsor and/or conduct alcohol and drug awareness training for Department employees and provide information concerning counseling, rehabilitation and employee assistance programs.

In accordance with Code of Federal Regulations, Title 49, Parts 40 and 382, a program of alcohol and drug testing shall be required for employees who operate vehicles requiring a Commercial Driver's License (CDL) and will include "safety sensitive" positions such as ITD pilots, mechanics, avalanche teams and incident response vehicle drivers, etc.

Employees covered under the drug and alcohol testing program are subject to the following:

- The use of any controlled substances, unless prescribed for that employee by a person licensed to practice medicine, is prohibited. Prior to operating ITD owned or leased motor vehicles or other motorized equipment, employees shall inform their immediate supervisor if they are taking prescribed drugs or other therapeutic drugs that may impair their ability to operate the vehicle or equipment. CDL employees shall have form ITD 1030, *Physician's Medication Release to Operate a Commercial Motor Vehicle* completed by the CDL employee's prescribing physician and returned to the supervisor. This form shall be sent to the Human Resource Services office to be placed in the confidential Qualified Driver's file.

- Any employee arrested, charged and/or convicted for committing a felony violation of a criminal alcohol or drug statute shall immediately notify their chain of command and the Chief Human Resource Officer. The employee may be placed on suspension without pay in accordance with Division of Human Resources Rule 190.04 *Suspension on Felony Charges* (IDAPA 15.04.01.190). If the employee is convicted, ITD shall consider the conviction's impact on the employee's ability to perform their job duties and take appropriate disciplinary action, up to and including dismissal.

Regardless of the infraction, the employee's privacy rights shall be maintained at all times. Information about a violation shall **not** be shared with co-workers or peers.

A summary of violations of the Alcohol and Drug-Free Workplace policy shall be reported by each division administrator and district engineer to the Chief Human Resource Officer on the first of January, March, July and October. The Chief Human Resource Officer shall compile all violations and report to the Director. Each quarter, the Director shall report to the Idaho Personnel Commission the violations and the corrective actions taken.

The Director shall submit, each August, the annual Idaho Transportation Department Alcohol and Drug-Free Workplace report and certification to the Federal Highway Administration.

Signed
Brian W. Ness
Director

Date: February 21, 2013

This policy based on:

- Title 41, Sections 701 and 702, United States Code, The Drug-Free Workplace Act of 1988
- Title 34, Part 85, Subpart F and Title 49, Part 40 and 382, Code of Federal Regulations
- Americans with Disabilities Act of 1990
- Decision by the Director

Department-wide supervision and coordination assigned to:

- Chief Human Resources Officer/Division of Human Resources

Direction for activity and results delegated to:

- Division Administrators, District Engineers, Section Managers, and the Chief Human Resources Officer

Department procedures contained in:

- This policy
- Human Resource Policy and Procedure Manual, 5.2, Alcohol and Drug-Free Workplace Considerations

Former Dates of A-18-12:

4/18/91, 5/16/94, 2/14/96, 2/28/03, 3/31/08, and 12/20/12

Cross-reference to related Administrative Policies:

- A-01-05, INTERNAL REVIEW
- A-06-05, OPERATING AND SERVICING STATE-OWNED VEHICLES
- A-18-02, PERSONNEL ACTIONS
- A-18-06, EMPLOYEE EDUCATION AND TRAINING
- A-23-02, MEDICAL TESTING FOR EMPLOYMENT



COMPUTER, E-MAIL, AND INTERNET USAGE

This policy is intended to help staff and contractors employed by ITD understand the department's expectations regarding the use of computers, computer applications, electronic messaging, and the Internet. All staff, including contractors and interns, are subject to this policy.

Privacy

The Department reserves the right to review employee, contractor, and interns' use of electronic files, the Internet, and electronic messages at any time and for any reason. Employees, contractors, and interns should be aware that personal privacy is not guaranteed and that the Department may monitor all such usage. Any unauthorized or inappropriate use discovered during such monitoring activities shall be formally reported to management and the Human Resource Services Manager for determination of appropriate action.

All electronic files, including e-mail messages, are generally retrievable even after they have been deleted. These items are discoverable as "public records" under the Idaho Public Records Law, Idaho Code, sections 9-337 through 9-348, unless specifically exempted from discovery. Therefore, electronic files are subject to inspection and copying by any member of the public.

Responsibilities

All staff, contractors, and interns shall comply with the following Information Technology Resource Management Council (ITRMC) policies at all times, without exception.

- P1040, Employee Electronic Mail and Messaging Use
- P1050, Employee Internet Use
- P1060, Employee Personal Computer Use

Hardcopies of these policies shall be signed for with the policy acknowledgment form by staff, contractors, and interns on the first day of employment. Supervisors are responsible for reviewing these policies with all employees, and providing copies of the signed acknowledgment form to Human Resource Services. Electronic copies of these policies can be found at: <http://itrmc.idaho.gov/resources.html#policies>.

- **Employees:** An employee who observes or receives something inappropriate or offensive should report any incident to a supervisor immediately.

The Department insists that employees, contractors, and its agents conduct themselves appropriately when using State owned equipment, while utilizing the Internet, and when sending e-mail and other forms of electronic messages; and that they abide by relevant software licensing agreements and copyright rules.

User identification and passwords must be changed regularly, kept confidential, and comply with applicable State standards and policy.

- **Supervisory and Management Staff:** Supervisors and managers shall ensure that employees understand this policy. If inappropriate use is identified, reported, or suspected, supervisors and managers shall follow the procedures contained in this policy and the Human Resource Services manual, Chapter 13 – Disciplinary Actions.

Disciplinary Actions

Each offense shall be handled on a case-by-case basis. Disciplinary action shall follow the procedures contained in the Human Resource Services manual, Chapter 13 – Disciplinary Actions. Any suspected illegal activity shall be reported to the Division Administrator and Human Resource Services Manager, who shall notify appropriate law enforcement authorities.

Policy Acknowledgment

All employees who have access to Department computer resources shall sign the policy acknowledgment form that certifies that they have read, understood, and shall comply with this policy.

Employees who refuse to sign the acknowledgment form, shall face disciplinary action up to and including dismissal.

Additionally, a copy of this policy and associated ITRMC policies shall be given to all new employees as part of the hiring process. This policy shall be re-distributed to all employees for re-acknowledgment every two years at a minimum.

Signed
Brian W. Ness
Director

Date June 07, 2010

This policy is based on:

- ITRMC Policies P1040, P1050, and P1060
- Statewide Policies on Computer, the Internet and Electronic Mail Usage by State Employees
- Idaho Protection of Public Employees Act (a.k.a. Whistleblowers Act)
- Decision by the Director

Department-wide supervision and coordination assigned to:

- Administrative Services Division Administrator

Direction for activity and results assigned to:

- Employees, Supervisors, the Chief Technology Officer, and the Human Resource Services Manager

Department procedures contained in:

- This policy
- Human Resource Services manual sections on Ethical Conduct, Disciplinary Actions, Conditions of Employment, Misuse of Department Resources, and Due Process Procedures
- New employee hiring packet

Former date of A-22-02:

7/30/79, 3/5/93, 6/10/96, 9/5/00, and 12/11/01

Cross-reference to related Administrative policies:

- A-01-15, RELEASE AND RESTRICTION OF DEPARTMENT RECORDS
- A-06-02, DEPARTMENT CORRESPONDENCE
- A-06-08, SALES ACTIVITIES IN THE WORKPLACE
- A-06-25, RECORDS AND FORMS MANAGEMENT
- A-06-13, DEPARTMENT FACILITIES AND EQUIPMENT
- A-06-16, SECURITY OF DEPARTMENT FACILITIES
- A-18-03, PART-TIME OUTSIDE EMPLOYMENT
- A-18-10, HARASSMENT IN THE WORKPLACE
- A-18-12, ALCOHOL AND DRUG-FREE WORKPLACE
- A-20-01, RELEASE OF DEPARTMENT INFORMATION TO THE MEDIA
- A-22-04, REMOTE ACCESS TO ITD INFORMATION RESOURCES
- A-23-02, WORKPLACE VIOLENCE



WORKPLACE VIOLENCE

The Idaho Transportation Department is committed to increasing the safety of its employees while at work by establishing procedures for reporting, investigating, and responding to incidents of threatened and/or actual violence in the workplace.

Employees who violate any part of this policy may be subject to disciplinary action up to, and including, dismissal.

Prohibited Actions

Workplace violence includes any behavior through communication or physical action that is intended to, or is reasonably expected to threaten, intimidate, or harm another person. These prohibited actions include, but are not limited to:

- Threats of violence, expressed as verbal comments, directly or indirectly expressed in a veiled, or conditional manner to another person(s).
- Threats of violence that may be communicated through any written or pictorial documentation including computer memorandum(s).
- Physical actions such as hitting, pushing, kicking, holding, impeding, physical gestures, or forcibly blocking the movement of another person(s).

Additionally, all employees, or persons associated with the department whose work is supervised by ITD staff or who receive direction concerning work duties that are performed at ITD facilities, are prohibited from carrying or using a firearm or weapon of any kind that is readily capable of lethal use in a department-owned or occupied building and in any department-owned equipment or vehicle. All Peace Officers (including security officers) possessing the duty and power of arrest for violation of the general criminal laws of the state of Idaho are exempt from this policy. Any further exemptions must be authorized in writing by the Director.

Workplace Violence Reporting

For the protection of all employees, the immediate supervisor, or the next higher manager (if the concern is with the immediate supervisor) shall notify the Human Resource Services Manager of any workplace violence incident. Employees shall report to their supervisor workplace violence incidents regardless of the nature of their relationship to the individual who initiated the prohibited behavior. Any person who intentionally makes a false report about workplace violence will be subject to disciplinary action up to, and including, dismissal.

All workplace violence incidents that are reported under this policy will be kept confidential to the extent possible. However, the department shall act appropriately and prudently, based upon the information received and will attempt to insure the physical safety of its employees and others. The department can not guarantee anonymity to the person(s) who reported the incident. The identity of any person(s) involved with the reported incident shall only be disclosed to those who have a legitimate need to know.

The Workplace Violence policy **does not preclude** that any employee may contact law enforcement or emergency personnel, at any time, should the incident/behavior warrant immediate intervention by law enforcement personnel.

In the event an incident requires immediate intervention by law enforcement personnel, any involved party may immediately contact the appropriate law enforcement agencies. When appropriate, the department will cooperate and assist with any criminal investigation(s) or prosecution(s) that may result from reported workplace violence incidents.

Discrimination, harassment, or retaliation against any person who reports or responds to workplace violence is prohibited. Interference or obstruction with any investigation by a department employee is prohibited.

Workplace Violence Documentation

The Human Resource Manager shall document all reported workplace violence incidents and submit annually to the Director basic, non-confidential statistical information on these incidents, with a copy to the Employee Safety/Risk Management Manager.

Signed _____

Date: 4/14/99

DWIGHT M. BOWER

Director

This policy based on:

- 18-3302D, and 19-501, Idaho Code
- Governor's Executive Order 96-03, Establish the Capitol Mall as a Weapon-Free Zone
- Decision by the Director

Department-wide supervision and coordination assigned to:

- Deputy Director

Direction for activity and results delegated to:

- Division Administrators, District Engineers, Chief of Administration, Human Resource Services Manager, and the Employee Safety/Risk Management Manager

Department procedures contained in:

- Human Resource Services manual

Former dates of A-23-03:

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Cross-reference to related Administrative Policies:

- A-01-08, POLITICAL ACTIVITIES
- A-07-03, TORT CLAIM ACTION AGAINST EMPLOYEES
- A-18-10, SEXUAL HARASSMENT
- A-18-12, ALCOHOL AND DRUG-FREE WORKPLACE
- A-22-02, COMPUTER USE POLICY
- A-31-04, COMMISSION OF DEPARTMENT EMPLOYEES AS PEACE OFFICERS